

First Aid Policy

West Hill Primary School



Approved by:

Date:

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by:** July 2024

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(Please see 'Supporting Pupils with Medical Conditions Policy' for details on administering medicines and Individual Health Care Plans)

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- A person is appointed to take charge of first aid arrangements
- Staff nominated as first aiders receive up to date training approved by the HSE
- Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school.
- All staff are fully informed with regard to first aid arrangements.
- All staff are aware of hygiene and infection control procedures
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences.
- First aid arrangements are regularly reviewed.

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed person is the Headteacher Richard Milsom. He is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Line managing the team of first aiders, monitoring their training and competencies
- Ensuring that regular risk assessments are undertaken and liaising with the Governing Body as appropriate.
- Ensuring that all accidents and injuries are appropriately recorded in accordance with school procedure.
- Ensuring that all members of staff whether permanent or temporary, are familiar with the school's first aid provision. Information on the school's first aid provision will be included in the staff handbook. This first aid policy will be provided to all new permanent and temporary staff.
- Ensuring that first aid notices are clear and understood by all. They give the location of first aid containers and the names of members of staff who are certified first aiders and will be prominently displayed in:
 - Staff rooms and other common rooms
 - Main corridors

- Every classroom

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Wandsworth Borough has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place, paying particular attention to
 - Practical activities
 - The use of machinery
 - Storage of hazardous substances
 - The use of equipment for sports and physical education
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Determining the level of provision by considering:
 - The provision during lunchtime and breaks
 - The adequacy of provision in the event of staff absences
 - The provision of first aid for off-site activities and school trips
 - The provision for practical lessons and activities such as PE
- Ensuring that specific consideration is given to staff or pupils who have special health needs or disabilities
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff will:

- Ensure they follow basic hygiene procedures
- Be made aware of how to take precautions to avoid infections
- Ensure they follow first aid procedures
- Have access to single use disposable gloves and handwashing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. All dressings and equipment are disposed of in the clinical waste bins provided in the medical room.
- Ensure they know who the first aiders in school are
- Complete accident reports for all incidents they attend to where a first aider is not called
- Inform the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

- First aid will be available at all times while people are on the school premises and also off the premises while on school visits.
- The school's first aid policy will be read by all staff and supply teachers at the school.

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the head teacher will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- All incidents will be reported to parents either by sending an 'Ouch note' or 'Head letter' home with the pupil or by direct contact with the parent or carer. In the event of the first aider completing the 'Ouch note' not being able to see the pupil's teacher at the time of the incident the first aider will place this note in the 'Letters to go home today' pouch on the front of the child's classroom door so that it is clearly visible to the class teacher.
- In an emergency involving outside medical professionals or services the headteacher or the appointed person will follow the school's established procedures for contacting a parent of carer.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit. Where it is known that staff or pupils engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are marked with a white cross on a green background and are stored in:

- The medical room Early years
- The first floor hall
- Year 6
- Top floor of the school
- The 'Brain Bus'

The medical room is located on the ground floor next to the reception area which is easy to access and monitor.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by first aider on the same day or as soon as possible after an incident resulting in an injury and kept in the accident book which is situated in the medical room.
- The record of any first aid treatment given by first aiders and other appointed persons will include:
 - The date, time and place of the incident
 - The name and class of the injured person
 - Details of the injury and what first aid was given
 - The name and signature of the first aider or person dealing with the incident
 - What happened to the pupil or member of staff immediately afterwards (eg went home, resumed class/work, ambulance called)
- A copy of the accident report form will also be added to the pupil's educational record by the School Business Manager.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Accident records are audited every half term.

• 6.2 Reporting to the HSE

The appointed person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed person, the headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Accidents resulting in death or major injury (including those that result from physical violence)
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be eg builders, maintenance staff, cleaners or catering staff.

- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
- Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The appointed person, the headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The appointed person, the headteacher will also notify Wandsworth MASH of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid. Refresher training will be arranged at least three months before certificates expire.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

The appointed person does not necessarily have to be one of the certified first aiders.

8. Monitoring arrangements

This policy will be reviewed by the appointed person every year.

At every review, the policy will be approved by the Headteacher and the Governing Body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessments
- Policy on supporting pupils with medical conditions
- Asthma policy

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Name	Name of Qualification	Date of Qualification	Renewal Date
Primary			
Sophie Fisher (Yr 1)	Level 3 Paediatric First Aid	21/03/2023	21/03/2026
Jane Dorman (Yr 2)	Level 3 First Aid at Work	12/05/2021	12/05/2024
Joanna Rayworth (Yr 3)	Level 3 First Aid at Work	16/09/2020	16/09/2023
Kirsten Brown (Yr 4)	Level 3 First Aid at Work	20/10/2020	20/10/2023
Vanessa Vitale (Yr 5)	Level 3 First Aid at Work	15/10/2020	15/10/2023
Angela Allum (Yr 5)	Basic First Aid	02/11/2020	02/11/2023
Sharon Brown (Yr 6)	Level 3 First Aid at Work	17/03/2021	17/03/2024
Isaac Brian (Learning Mentor)	Basic First Aid	02/11/2020	02/11/2023
Dan Chard (Premises Officer)	Level 3 First Aid at Work	16/09/2020	16/09/2023
Early Years			
Kerry-Anne Watson (EY)	Level 3 Paediatric First Aid	21/03/2023	21/03/2026
Before and After School Provision			
Sharon Brown Early Birds and After School Care	Level 3 First Aid at Work	17/03/2021	17/03/2024
Jane Dorman Early Birds	Level 3 First Aid at Work	12/05/2021	12/05/2024
Sophie Fisher After School Care	Level 3 Paediatric First Aid	21/03/2023	21/03/2026
Kirsten Brown After School Care	Level 3 First Aid at Work	20/10/2020	20/10/2023
Joanna Rayworth After School Care	Level 3 First Aid at Work	16/09/2020	16/09/2023