



First Aid Policy

Date issued: March 2022

Ratified by the Trust Board:

Review Date: March 2024

Other related academy policies that support this First Aid policy include, Health and Safety, Supporting Pupils with Medical Needs, SEND, Child Protection, Intimate care, Critical Incident Plan and Educational Visits

Introduction

The First Aid policy supports that we treat every child with respect and dignity, create a safe environment for all pupils and staff and take a holistic approach to health care. The first aid policy has been put together in line with DfEE guidance: First Aid in Schools and Health and Safety in School.

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 Trustees 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

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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

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 should hold a full first aid at work qualification.

Below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance. If you don’t have an appointed person you will need to re-assign the responsibilities listed below accordingly.

Appointed person(s) and first aiders

The school’s appointed person(s) are 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

First aiders are trained and qualified to carry out the role 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

The School’s appointed person(s) and/or first aiders are listed in **Annex 1**. Their names will also be displayed prominently around the schools.

The Trustees

The Trustees have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

First aid procedures

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 situation should be swiftly assessed and if considered serious the injured person should not be moved.
- 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 relevant member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

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

- A school mobile phone (if not available personal mobiles are permitted)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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

It is considered good practice for a first aider with a current first aid certificate to be present whilst travelling off site with pupils. It is essential that a first aider with a First Aid at Work qualification is available on any site where the activity is taking place.

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 stored in: **Annex 2**

Record-keeping and reporting

An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.

The accident information should then be recorded on We Are Every (compliance software) (if first aid has been administered).

Records held in the first aid and accident book will be retained by the school for a minimum of 24 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Accurate recording is vital, as information will:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

Reporting to the HSE

The relevant member of staff 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 relevant member of staff 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. The School should inform the HCAT Health & Safety Lead (Suzanne Wilson) immediately and an investigation carried out if necessary. **Annex 3.**

Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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)
- 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 accidental release of a biological agent likely to cause severe human illness
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- 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

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>

Notifying parents

The relevant staff member 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. Parents must be informed of any reported head injuries (even if these do not present as serious at the time)

Information on pupils

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the pupil is.

Safeguarding/Child Protection

The trained First Aider may treat an injured pupil and have safeguarding concerns. Injuries relating to safeguarding issues will be treated immediately, and the Designated Safeguarding Lead will be informed immediately. In these circumstances, all staff must follow the school's Child Protection Policy.

What should be done if a child or young person becomes unwell with symptoms of coronavirus and needs to be cared for until they can return home?

To continually help protect all members of our community against COVID 19, if anyone in the school setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to self-isolate for a minimum of 5 days. If a child/young person needs collecting by parents/carers, they should be moved to a well-ventilated room, with appropriate adult supervision.

Staff caring for the child are advised, as a minimum, to wear a face covering and should maintain at least a 2-metre distance, where possible.

Any member of staff who has supported a child with the virus does not need to go home unless they develop symptoms themselves.

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.

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. All schools will use their best endeavours and ensure a PFA trained first aider is on-site.

Monitoring arrangements

This policy will be reviewed by the HCAT Health & Safety Lead every biennial.



Annex 1

Longhill Primary School List of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Sarah Wilkinson	ASA	Longhill Primary School
Tracy Jones	Deputy DSL	Longhill Primary School
S Scarah	ASA	Longhill Primary School
Lisa Owen	ASA	Longhill Primary School
Debbie Pressick	ASA	Longhill Primary School
Lizzie Boyes	ASA	Longhill Primary School
Emma Robinson	ASA	Longhill Primary School
Rob Moy	ASA	Longhill Primary School
Michaela Shillito	ASA	Longhill Primary School
Kira McCloud	ASA	Longhill Primary School
Mandy Chapman	ASA	Longhill Primary School
Gail Evans	ASA	Longhill Primary School
Diane Lock	ASA	Longhill Primary School
Lesley Parkman	ASA	Longhill Primary School
Jacqueline Longley	Breakfast Club/Lunchtime supervisor	Longhill Primary School



Annex 2

First Aid boxes/bags can be located in the following areas:

Medical Area

