



BURSCOUGH VILLAGE PRIMARY SCHOOL

FIRST AID POLICY April 2021

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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are the Headteacher: Miss A Smith (HT), Deputy Headteacher: Mrs Swift (DHT) and School Business Manager: Mrs Newsome. They 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 (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 – HT/DHT must always be informed if a child is sent home.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)
- Keeping their contact details up to date
- All staff are trained to be First Aiders. This is renewed on a three-year basis.

3.2 The local authority and governing board

Lancashire County Council 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.

3.3 The Headteacher

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

- Ensuring that an appropriate number trained first aid personnel are present in the school at all times
- Ensuring that first aiders have a relevant 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 necessary 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs



4. First aid procedures

a) 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. The HT/DHT will be informed if a child goes home and informed of the reason why. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or a member of the SLT will contact parents immediately and inform parents of the situation
- The School Business Manager or Headteacher will complete an LCC accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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
- Information about the specific medical needs of pupils
- Parents' contact details
- The class teacher will complete risk assessments before any educational visit that necessitates taking pupils off school premises. EVOLVE, an online risk assessment platform, that assists in the planning and management of these visits.
- There will always be at least one first aider with a current first aid certificate on school trips and paediatric first aid certificate for EYFS 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 stored in:

- Maths resource area
- Year 6 classroom
- Nursery classroom
- Kids Club Cupboard
- School main office
- Lunchtime staff have a bum bag with some first aid supplies – further resources can be found in the first aid cupboard located in the disabled toilets

6. Record-keeping and reporting

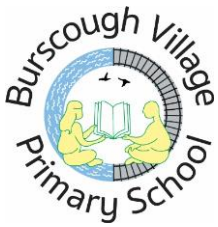
6.1 First aid and accident record book

- All first aid incidents must be recorded using the format (Appendix 2) by the person who administered first aid on the same day or as soon as possible after an incident resulting in an injury.
- The School Business Manager or Headteacher will complete a LCC accident report for accidents that result in an injury or where it involves a member of the public or staff.
- As much detail as possible should be supplied when reporting an accident, including all of the information included on the Lancashire County Council form.
- Records held in the first aid and accident, incident and near-miss folder by the school for a minimum of 3 years, following regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

- The School Business Manager/Headteacher 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 school business manager/headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within ten days of the incident.

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 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 unintentional release or escape of any substance that may cause a severe 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>
<https://www.hse.gov.uk/riddor/report.htm>
(The above is the correct command line to take you directly to the HSE RIDDOR report guidance)

6.3 Notifying parents

The class teacher or a senior member of staff 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. It may be orally or written in a letter form.

If a child has sustained a head injury, a member of the senior leadership team will be informed, and the parent will be informed of the situation. The parent will then decide if a child can remain in school, or the child is taken home for further observation or medical assistance. A school head bump letter must be sent home, and a member of SLT must sign the accident book to record they have seen the injury.



6.4 Reporting to Ofsted and child protection agencies

The School Business Manager/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 School Business Manager / Headteacher will also notify Lancashire County Council 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.

At all times, at least one 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 three years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every three years.

At every review, the policy will be approved by the name of governing board committee.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions covering medicines



Appendix 1

FIRST AID TREATMENT RECORD

This form is to be completed by all first aiders in the event that first aid assistance is sought or first aid treatment is provided. Where appropriate, details of first aid treatment should be provided to the injured person's line manager for inclusion on the accident/incident report form.

Where applicable, First Aiders should refer to any individual care plans for details of medications or allergies i.e. if treatment is being provided to a customer in an LCC day centre or residential setting, etc.

Data Protection: In order to ensure compliance with the provisions of the General Data Protection Regulations, the sensitive personal data on this form should be kept somewhere secure and confidential, to which only authorised individuals have access. Please also consider the retention periods for these records, which is the same as for accident report forms; further advice on this is available in the Retention of Records Procedure, available on the Health, Safety and Quality web site.

Date, time & place of incident	Name & designation of injured person, e.g. care assistant, pupil, teacher	Brief details of the incident, type of injury and first aid provided	What happened to the injured person immediately after the incident, e.g. went to hospital or resumed activities?	Was any further action required/taken? If so, what action?	Was an accident/incident report form completed? (circle)	First Aider / Person dealing with the incident (print & sign)
					Yes or No	
					Yes or No	
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