



Longmoor

Community Primary School

Together we grow, explore, discover.

First Aid Policy

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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

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

Roles & Responsibilities

Appointed Person(s) and First Aiders

The school's appointed first aid lead is Ms. Donna Coburn. They are responsible for:

- 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
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

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
- Advising when a pupil should be sent home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

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

The Local Authority & Governing Body

Liverpool City 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 body 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 trained first aid personnel are present in the school at all times
- 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 (see section 6)

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 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 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 School Business Manager (or her delegated person) will contact parents immediately
- The relevant member of staff, usually 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

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

Risk assessments will be completed by the visit leader, in conjunction with the Educational Visits Lead, prior to any educational visit that necessitates taking pupils off school premises.

For school visits involving children of EYFS age, there will always be at least one first aider with a current paediatric first aid certificate available, as required by the statutory framework for the Early Years Foundation Stage. For other visits, first aid provision will always be available.

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 dressings
- Eye pad bandages*
- Triangular bandages*

- Adhesive tape*
- Safety pins*
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Single-use cold compresses
- Burns dressings*

**Available from main medical kit, located in the main school office*

No medication is kept in first aid kits – see the school's 'Managing Medicines' policy for details of where medication is kept.

First aid kits are stored in:

- The main school office;
- Classrooms, including EYFS and Key Stage 1 bases;
- School kitchen.

Record Keeping and Reporting

First Aid and Accident Record Book

- An online accident form (Medical Tracker) will be completed by the relevant member of staff, usually the first aider who has administered treatment, 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
- Records held regarding first aid and accidents 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.

Reporting to the HSE

The School Business Manager 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 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:

- 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 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 at www.hse.gov.uk/riddor/report

Notifying Parents

The applicable first aider, via the class teacher (if possible) will inform parents of any accident or injury sustained by a pupil, where first aid treatment is given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection Agencies

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 Headteacher will also notify the Liverpool Safeguarding Children Partnership and Liverpool City Council Social Services (Careline) of any serious accident or injury to, or the death of, a pupil while in the school's care.

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. Additionally, at least 1 staff member will hold an up-to-date first aid at work (FAW) qualification.

Monitoring Arrangements

This policy will be reviewed by the school's Senior Leadership Team, including the appointed first aid lead, annually.

At every review, the policy will be approved by the full governing body.

Links with Other Policies

- Health and safety policy
- Managing medicines policy & associated procedures
- Children with health needs who cannot attend school policy
- Supporting pupils with medical conditions policy

Appendix 1: List of Trained First Aiders

Name	Role	Usual Location
Susan Saunders	Learning Support	Nursery
Barbara Mannion	Learning Support	Nursery
Carolann Callaghan	Learning Support	Nursery
Lorna Blanchflower	Learning Support	Reception
Danielle Murison	Learning Support	Reception
Rebecca Coppel	Learning Support	Year 1
Chloe Wilson	Learning Support	Year 1
Sarah Swift	Learning Support	Year 2
Julie Jones	Learning Support	Year 2
Penny Astbury	Learning Support	Year 3
Dorothy Hefferon	Learning Support	Year 4
Paula Finnegan	Learning Support	Year 4
Maxine Murphy	Learning Support	Year 5
Luke Rimmer	Assistant Headteacher	Management Suite
Eleanor Garside	Senior Teacher	Management Suite
Lauren Astell	Senior Teacher	Management Suite
Kate Andrews	EVC	Year 4
Paul Rawlings	Senior Teacher	Year 3
Heather Gough	Senior Teacher	Nursery