



# First Aid Policy

Date: March 2022

Review Date: March 2024

## Contents

1. Aims .....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid equipment.....	4
6. Record-keeping and reporting .....	5
7. Training .....	6
8. Monitoring arrangements.....	6
Appendix 1: list of first aiders .....	7
Appendix 2: list of staff trained too use defibrillator .....	8
Appendix 3: accident report form .....	9
Appendix 4: Covid 19 Addendum.....	10

## 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
- [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

### 3.1 Appointed person(s) and first aiders

The school's appointed person is **Sarah Cave**. 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

- Keeping their contact details up to date

Our school's appointed person(s) and 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**

Rochdale LA 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 of appointed persons and 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 (see section 6)

### **3.5 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**

### **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, a member of the office staff or SLT 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

#### **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

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

There will always be at least one first aider on school trips and visits.

For EYFS trips or visits 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
- 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:

- The first aid areas of each buildings
- In each classroom
- The school kitchens

All first aiders have their own personal first aid bag

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident slip/form will be completed by the first aider 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 at appendix 2. For minor injuries, an accident slip form will be completed.
- A copy of the accident report form will also be added to the pupil's educational record (CPOMs) by the first aider.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years or as long as is required by the school's insurers, in accordance with 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** 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 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 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 local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

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.

School will ensure that first aiders 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.

## **8. Monitoring arrangements**

This policy will be reviewed every two years.

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

**Appendix 1: list of first aiders**

<b>Staff member's name</b>	<b>First Aider</b>	<b>Paediatric First Aider</b>
Rahma Khamisa	Yes	Yes
Rushia Begum (LTO)	Yes	Yes
Theresa Dawson	Yes	
Helen Cryer	Yes	
Helen Holt	Yes	Yes
Samina Yamin	Yes	
Jamila Bibi	Yes	
Sarah Cave	Yes	
Katie Greenwood	Yes	
Masuda Kabir	Yes	
Nicola Jenkins		Yes
Hayley Whittaker		Yes

**Appendix 2: list of staff trained to use defibrillator**

Staff member's name
Rushia Begum (LTO)
Barbara Kelly
Charlotte O'Neill

Appendix 3: accident report form ( found in Accident report book)

Lowerplace Primary School Tel: 01706 648174		<b>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</b>		Date
		Pupil's Name		Time
				Class
Location and details of accident/ incident / illness				
Head Injury		Sprains / Twists		Stomach Pains / Upset Tummy
Asthma		Nosebleed		Mouth Injury / Tooth Ache / Loose or Missing Tooth
Bump/Bruise		Parent / Carer Contacted		TLC Applied
Cut/Graze		Unable to contact Parent		<p align="center"><b>IMPORTANT</b></p> <p>Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.</p>
Headache / High Temperature		Well enough to remain in school after First Aid		
Vomiting /Nausea		Collected from school		
Authorised Signature				
Details of Treatment and Additional Comments				
<p align="center">To re-order Tel. 0800 500 3097    E:sales@fxsupplies.co.uk    www.fxsupplies.co.uk    © Linetree</p>				

Appendix 3: Covid 19 Addendum

The following risk assessment has been put into place and shared with all staff to ensure the safety of both staff and pupils during the Covid 19 pandemic. This will be reviewed and updated regularly in line with current government advice.

### Administering First Aid

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children due to need to administrating first aid - resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <ol style="list-style-type: none"> <li>1. First Aiders, including those with full certificate to be divided between the three sites: Charter House, Kingsway and EYFS. First aiders to always carry a walkie talkie.</li> <li>2. First Aid supplies to be provided in each building to allow easy access and first aid to be carried out in situ where possible.</li> <li>3. First Aid areas set up. PPE for first aiders labelled and stored here.             <ul style="list-style-type: none"> <li>o Charter Street: by the caretaker's office</li> <li>o Kingsway: in corridor outside 6b/c</li> <li>o EYFS: in corridor by Rc, screened area</li> </ul> </li> <li>4. If a child/adult displays symptom of Covid, they will be taken to a holding space (Blue Room, Charter Street) by someone who is wearing PPE. Symptomatic patient will also be provided with a face covering. 2m social distance will be maintained wherever possible.             <ul style="list-style-type: none"> <li>o Covid Holding Area: Blue Room, Charter Street</li> </ul> </li> <li>5. Named Paediatric First Aider to be on site and accessible if required via walkie talkie. Named staff indicated on staff room boards and in indicated in Covid staff handbook</li> <li>6. At play and lunchtime – If there is not a first aider within the bubble, staff to ensure that they take a walkie talkie out so that the first aider can be reached if needed.</li> <li>7. Staff or pupils with medical needs have been assessed and relevant consents are in place.</li> <li>8. When administering first aid, close contact will be made only when needed. Use of apron, gloves mask and face shield will be worn for dealing with any first aid.</li> <li>9. Gloves and apron to be binned in a double bin bag and tied. Face shield to be wiped down with disinfectant – face shields should not be shared and have been named for each individual.</li> <li>10. Medical waste should be dealt with appropriately.</li> <li>11. All first aiders will be provided with their own First Aid bag stocked with essential first aid equipment</li> <li>12. All first aiders have received training on the safe use of PPE</li> <li>13. The First Aid policy has been reviewed to include consideration of the risk of infection of Covid-19.</li> </ol> <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended” It has been agreed at Lowerplace that wearing a mask is optional for staff other than when administering first aid or supporting a child who has had a toileting accident. PPE will then be worn.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>