

Millbrook Primary School

# First Aid Policy



**Review Date:** Summer 2025

## 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 advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting 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.

## 3. Roles and responsibilities

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

It is not a legal requirement that the appointed person is first aid trained. The appointed persons are Karen Shawyer - Head Teacher and Helen Redhead - Deputy Headteacher. 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 \*

\*these duties may be delegated

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 persons and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

**3.2 The Academy Committee and Trust Board** have ultimate responsibility for health and safety matters in the school, but delegate operational matters and day-to-day tasks to the Head Teacher and staff members.

### 3.3 The Head Teacher

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

- › Ensuring that an appropriate number of trained first aiders 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)

### **3.4 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
- › Informing the Head Teacher 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 the 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 office staff 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 mobile phone
- › A portable first aid kit

- › Information about the specific medical needs of pupils
- › Access to parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box

Risk assessments will be completed by the relevant member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

## 5. First aid kits

First aid kits are stored in:

- › The Nest – First Aid Room
- › Hanging on a peg by the school office
- › All classrooms
- › The school kitchen
- › The minibus

No medication is kept in first aid kits.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- › An first aid 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 slip (see appendix 2)
- › An Accident Record form is completed if it is a significant injury (see Appendix 3)
- › Records held in the first aid book and accident record forms 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

### 6.2 Reporting to the HSE

The Head Teacher 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 Head Teacher will report these to the Executive Team as soon as is reasonably practicable and in any event within 10 days of the incident – except where

indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Head Teacher will report these to a member of the Executive Team as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

- › 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

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- › Death of a person that arose from, or was in connection with, a work activity\*
- › An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- › A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- › The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- › The condition of the premises (e.g. poorly maintained or slippery floors)

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**

A first aid slip is handed to the class teacher/ Teaching Assistant by the first aider who will put the slip in the child's bookbag to 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 are always informed immediately if emergency services are called.

If the child has had a minor head injury a text is sent to the parent via Teacher2Parents.

## 6.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Designated Safeguarding Lead will also notify **Contact Swindon** 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.

At Millbrook we have 3 First Aid at Work trained first aiders and all first aiders are trained in paediatric first aid.

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 (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## 8. Monitoring arrangements

This policy will be reviewed by the Head Teacher annually.

## 9. Links with other policies

This first aid policy is linked to the:

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



## Appendix 1: list of Millbrook Primary First Aiders

Combined First Aid at Work & Paediatric First Aid - September 2024 expires Sept 2027

1. Beverley Belcher
2. Stacey Ledbury
3. Emma Meredith

Paediatric First Aid - 12 Hour 26th May & 26th June 2023 expires June 2026

1. Julie Pirt
2. Lauren Ayres
3. Briony Hone
4. Amelia Mulraney
5. Jess Brockbank
6. Joy Gommersall
7. Alison Smythe
8. Emma Meredith
9. Prapti Gurung
10. Shusma Coutinho
11. Cheryl Burchell
12. Rajhia Ali
13. Helen Redhead – expires November 2025
14. Rebbeca Raynsford – expires October 2025

Paediatric 6 hour October 2023, expires October 2026

1. Carrie Austen
2. Julia Rowe
3. Toyoba Afroze

## Appendix 2: First Aid Slip

<b>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</b>		Pupil's Name		Date
				Time
				Class
Location and details of accident / incident / illness				
Head Injury		Sprains / Twists		Parent / Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump / Bruise		Stomach Pains / Upset Tummy		Well enough to remain in school after First Aid
Cut / Graze		Mouth Injury / Tooth Ache / Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache / High Temperature		TLC Applied		
Vomiting / Nausea		Collected from school		
				Authorised Signature
Details of Treatment and Additional Comments				
<small>To re-order Tel. 01487 823823 Fax: 01487 823898 E:sales@limetreemarketing.com www.limetreemarketing.com © Limetree</small>				

# Appendix 3: Accident Report Form



**SWINDON**  
BOROUGH COUNCIL

## Accident Report Form

Confidential

Tick Box – Accident to:	Staff	Service user	Pupil	Contractor	Public
Service Area:			Premises / Section:		
<b>1. Details of Injured Person</b>					
Surname:		Forename/s:		Male / Female	
Date of Birth:		Age:	Telephone Number:		
Address:					
Post Code:					
<b>2. Details of Accident</b>					
Date:		Time:	Exact location:		
Precise nature of injuries:					
Full description of accident:					
<b>3. Reporting</b>					
Date accident reported:			Time accident reported:		
Reported to whom? Name:			Position:		
Reportable to HSE? Yes / No			Date reported:		
How reported to HSE? Phone / Fax / Email			Date F2508 sent:		
Entered in Accident Book (BI510) Yes / No			By whom:		
<b>4. First Aid</b>					
Details of treatment given:					
Name of First Aider:			Signature:		
Was the injured person taken to hospital? Yes / No					
<b>5. Witnesses</b>					
Name & address of witness			Name & address of witness		
Were police informed? Yes / No			Did the police attend? Yes / No		
Name & Number of police officer:					
Name of person completing this form:				Date:	
Position:			Signature:		
Name and location of line manager:					
<b>Office use only:</b>					
Date received by Risk Management & Insurance Section:				Ref No:	
Date of input onto system					
Date Accident Investigation Form issued					
Date Accident Investigation Form returned					