



Park Road Community Primary School

# First Aid Policy

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## Statement of Intent

Park Road CP School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- ensure that medicines are only administered at the school when express permission has been granted for this
- ensure that all medicines are appropriately stored
- promote effective infection control

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## 1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- [Updated] DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

This policy operates in conjunction with the following trust/school policies:

- Health and Safety Policy
- Managing Medicines (including Asthma, Allergies and Anaphylaxis and Administering Medicines) Policy
- Supporting Pupils with Medical Conditions Policy
- Records Management Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy
- Social, Emotional and Mental Health (SEMH) Policy

## 2. Aims of Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- we are compliant with all relevant legislation
- a person is appointed to take charge of first aid arrangements
- staff nominated as first aiders receive up-to-date training by a suitably recognised organisation
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school
- all members of staff are fully informed regarding the first aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, injuries, diseases or dangerous occurrences
- reports are undertaken as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- first aid arrangements are regularly reviewed and assessed to maintain adequate first aid provision

### **3. Scope**

First aid provision will always be available while people are on the school premises during school hours and off the premises while on school visits.

### **4. Risk Assessment**

In accordance with the school's Health and Safety Policy, the annual risk assessment of all school buildings and facilities will pay particular attention to:

- practical activities
- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education

From this assessment a judgement will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located. Specific consideration will be given to staff or students who have health needs or disabilities.

In determining the level of provision, the SLT will consider the basic level needed across school and the following items:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, eg science, pond dipping, forest school and physical education

### **5. Qualification and Training**

All school first aiders hold a certificate of competence that is valid for three years covering First Aid At Work and Paediatric First Aid.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider interim refresher training to maintain first aiders' basic skills and keep them up to date with changes, where necessary, eg adrenaline pen, CPR and defibrillator training.

### **6. Early Years Foundation Stage (EYFS)**

All newly qualified staff with Level 2 or 3 childcare qualification will also hold a current Paediatric First Aid or Emergency Paediatric First Aid Certificate.

At least one person who has a current Paediatric First Aid Certificate will be on the premises and available at all times when children are present and will accompany children on outings.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/532503/PFA\\_Consultation\\_findings\\_and\\_response.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/532503/PFA_Consultation_findings_and_response.PDF)

As of the 1st of September 2021, Paediatric First Aid Courses should now also incorporate basic training in the safe use of Adrenaline Auto-Injectors. Therefore, the school will check our training provider meets Early Years Foundation Stage Statutory Criteria Annex A

[https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS\\_statutory\\_framework\\_for\\_group\\_and\\_school\\_based\\_providers.pdf](https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf)

## **7. Forest School**

At least one member of our Forest School staff will hold an Outdoor First Aid Certificate and will be present during the forest school lesson.

The appointed lead does not necessarily have to be one of the certificated first aiders. The appointed lead will:

- line manage the team of first aiders, monitoring their training and competencies
- look after the first aid equipment, restocking first aid containers when required and replacing out of date materials
- ensure that an ambulance or other professional medical help is summoned when appropriate
- undertake regular risk assessments and liaise with the Head as appropriate
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the school's first aid provision

## **8. First Aid Materials, Equipment and Facilities**

First Aid containers will be:

- marked with a white cross on a green background
- located near to hand washing facilities where possible
- stocked in accordance with HSE recommendations

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, for example a supply of insulin or an adrenaline-pen.

## **9. Information and Notices**

Locations of the first aid containers are marked with a white cross on a green background and the names of members of staff who are certificated first aiders will be prominently displayed around school including in every classroom.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

## **10. Hygiene and Infection Control**

All staff will:

- follow basic hygiene procedures
- be aware as to how to take precautions to avoid infections, eg, HIV and AIDS

All staff will have access to single use disposable gloves and hand washing facilities.

Where a first aider deems appropriate, a stock of PPE is available:

- gloves – to protect hands
- face masks/coverings – to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided
- aprons – to protect clothing from becoming soiled

Disposable gloves will always be worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

## **11. Recording Accidents and Injuries**

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

In some cases, if the accident was classified as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) a record maybe kept longer, if the injury is deemed significant enough to imply the injury may cause the student problems in the future as a student has up until their 21st birthday to make a claim.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident



- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (eg went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident

Serious or significant incidents will be reported to parents by direct contact with the parent or carer. Minor injuries will be reported to parents via a First Aid Report form via Seesaw or handed to the person collecting the child at the end of the day.

In an emergency involving outside medical professionals or services the Headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

## **12. Reporting Accidents to the HSE**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

### Accident – Employees

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven days
- work-related disease that affects an employee and that a doctor confirms in writing
- fractures, other than to fingers, thumbs and toes
- amputation
- 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 cover more than 10% of the body or cause 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

### Accident - Students and Visitors

- the death of the person which arose out of or in connection with a work activity
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment

Further guidance can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>.

The responsible person at the school will consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a trip)
- the way equipment or substances were used (eg lifts, machinery, experiments etc)

- the condition of the premises (eg poorly maintained or slippery floors)

### **Submitting a Report and Accident Investigation**

Any incident subject to RIDDOR, will be reported to HSE's Incident Contact Centre without delay. The Headteacher, with support from the MAT and SafeSchools consultants, is responsible for reporting all incidents subject to RIDDOR.

All incidents will receive an appropriate level of investigation by staff and supported by the MAT and SafeSchools consultants where required. An accident investigation is performed in order to prevent similar accidents in the future.

Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from SafeSchools consultants if required.

## **13. Procedures**

### **In School**

- In the event of injury or medical emergency, pupils /staff will be directed to an appointed First Aider.
- Any pupil complaining of illness or who has been injured will be taken to the seated area outside the staffroom by an adult for the named First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). If appropriate, parents will be contacted so that the child can be collected and taken home.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 9 then 999 / 112.**
- Unless it cannot possibly be avoided, members of staff should administer first aid with another adult present or in a public area. Whilst respecting the dignity of the child, adults should not put themselves in vulnerable situations on their own with a child.
- Members of staff or volunteer helpers should not administer first aid unless they have received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing or cleaned with sterile wipes. **CHECK FOR ALLERGY TO PLASTERS BEFORE USE.** Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to SLT or a First Aider who should call an ambulance and the child's parents ASAP. Contact details can be obtained from the school office. A member of staff will accompany the pupil to the hospital if the parent is not able to come to school immediately.
- If staff are concerned about the welfare of a pupil, they should contact the School Office/First Aider immediately. If an injury has been sustained, the pupil should not be moved unless they are in immediate danger.

## **On Educational Visits/Residentials**

- The Headteacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- A risk assessment will be carried out as part of an educational trip. Particular attention needs to be paid to the Educational Visits Policy.
- Educational visit/risk assessment forms must be completed before any visit takes place and these are submitted to Evolve for review by the EVC and/or Headteacher.
- The form has the mobile numbers for emergencies of staff on the trip and those in school.
- The form also has information about any child who has an illness or needs medication.
- Teachers must take an adequate number of first aid kit/s for the number of pupils participating.
- All education residentials will have a qualified first aider at work/paediatric first aid present.

## **14. Action at an Emergency – to be undertaken by trained First Aider**

### **Assess the situation**

- Are there dangers to the First Aider or the casualty?
- Make the area safe, look at injury: Is there likely to be a neck injury?

### **Assess the casualty for responsiveness**

- Does the casualty respond?

### **IF THERE IS NO RESPONSE in an adult:**

- open airway by placing one hand on the forehead and gently tilt the head back
- remove any obvious obstructions from the mouth and lift the chin
- check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position
- if the casualty is not breathing send a helper to call an ambulance and then bring the defibrillator from the staffroom
- if breathing is absent begin Cardiopulmonary Resuscitation (CPR)
- give 30 chest compressions, 2 rescue breaths and then continue with 30 chest compressions, (30:2) until emergency help arrives

### **IF THERE IS NO RESPONSE in a child:**

- give 5 rescue breaths and with one hand on the centre of the chest give 30 chest compressions
- then continue with 2 rescue breaths and 30 chest compressions (30:2) until emergency help arrives

- if the casualty is not breathing send a helper to call an ambulance and then bring the defibrillator from the staffroom **\*\*ENSURE PAEDIATRIC PADS ARE ATTACHED\*\***

**IF THERE IS NO RESPONSE in a child under one year:**

- give 5 rescue breaths and with index and middle finger on the centre of the chest give 30 chest compressions
- then continue with 2 rescue breaths and 30 chest compressions (30:2) until emergency help arrives
- if the casualty is not breathing send a helper to call an ambulance and then bring the defibrillator from the staffroom **\*\*ENSURE PAEDIATRIC PADS ARE ATTACHED\*\***

## **15. Monitoring and Review**

This policy will be reviewed annually by the Headteacher. The next review is shown on the first page of this policy.