



# Woodston Primary School

## First Aid Policy

### 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, 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 Education (Independent School Standards) Regulations 2014*, which require that suitable space is provided to cater for the medical and therapy needs of pupils

### 3. Roles and responsibilities

As the school has Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate is on the premises at all times.

#### 3.1 First Aiders

First aiders are trained and qualified to carry out the role 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
- › Ensuring that an ambulance or other professional medical help is summoned when appropriate
- › Liaise with the school office to arrange sending pupils home to recover, where necessary
- › Filling in an accident report on the same day of an injury

The SENCO assistant is responsible for ensuring there is an adequate supply of medical materials in first aid kits.

#### 3.2 All Staff

School staff are responsible for:

- › Ensuring they follow first aid procedures
- › Ensuring they know who the qualified first aiders in school are if not qualified themselves

- › Informing the Headteacher or Deputy Headteacher of any specific health conditions or first aid needs relating to themselves

### **3.3 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 that first aiders have an appropriate qualification, keep training up to date and they 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 staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place to mitigate risks
- › Ensuring that adequate space is available for catering to the medical needs of pupils
- › Reporting specified incidents to the HSE when necessary

### **3.4 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

## **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, if they are not themselves a first aider
- › The first aider will assess the injury and decide if further assistance is needed from a second first aider in school or the emergency services. They will remain with the person until this assistance 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, they will request the school office contact parents/carers and be asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers or they will pass on these recommendations to a member of office staff to tell parents/carers
- › If emergency services are called, the first aider will ask a member of office staff to contact parents/carers immediately
- › The first aider will complete an accident report form on the same day of an incident resulting in an injury and note the treatment provided.

### **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
- › Class based medical bag (with any allergy medication and inhalers required for the pupils on the trip)

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises, which will be checked by the designated member of SLT.

For trips involving Reception pupils there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. In all other year groups there will always be at least one first aider on trips and visits.

## **5. First aid equipment**

First aid kits are stored in:

- › Key Stage 1 corridor (cupboard at start of corridor)
- › Key Stage 2 corridor (white drawer unit by sofas)
- › The school kitchens

- Some items are also available in 'bum bags' held in each class
- Further supplies are held in the stock cupboard by the DHT office
- No medication is kept in first aid kits

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider on the same day of an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident,
- A copy of the form will be shared with parents/carers at the end of the day,
- A copy of the accident report form will also be added to the 'red file' at the two first aid stations, these are then archived (by date) in secure cupboard by the SENCO assistant.
- Records 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 Office Manager (Sharon Davey) 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 Office Manager (Sharon Davey) 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 scalding 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.

### **6.3 Notifying parents/carers**

When a pupil remains in school the first aider will pass on to the class teacher the copy of the accident form so they can inform parents/carers of any injury sustained by a pupil, plus the any first aid treatment given. This will be done on the same day.

### **6.4 Reporting to Ofsted and child protection agencies**

The Office Manager (Sharon Davey) 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 Office Manager (Sharon Davey) 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 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. Where possible, the first aid course will be the certificated full Paediatric First Aid (PFA) course.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- School trips and visits policy
- Policy on supporting pupils with medical conditions
- Intimate care policy
- Safeguarding policy

Policy reviewed January 2022

This policy will next be reviewed: Jan 2023