



Wisdom for life

First Aid Policy

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Based on:	This policy is based on the model policy from The Key (last reviewed on 8 April 2022) with additional information from the St Nicolas & St Mary's First Aid Policy (2020).		

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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, governors and trustees 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 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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1. Appointed person(s) and first aiders

The school's appointed person(s) and/or first aiders 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/or first aiders are listed in **Appendix A – School Information**. Their names will also be displayed prominently around the school.

3.2. The Board of Trustees and Local Governing Body

The Board of Trustees 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, overseen by the Local Governing Body.

3.3. The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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, in line with trust policy, when necessary (see section 6).
- Ensuring that the requirement in the Early Years Foundation Stage (EYFS) that newly qualified early years staff (with full and relevant level 2 or level 3 childcare qualification) hold a current EYFA (either full or emergency Paediatric First Aid) certificate in order to be included in the required staff-child ratios in an early years setting. This must be undertaken within a three month 'grace' period after starting work with a new employer. EYFA training certificates must be displayed at the setting.

3.4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and/or appointed person(s) in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs.

It is noted that there is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines. Support staff may, as part of their contract, have specific duties to administer medication. (Source: NEU).

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help. If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. Urgent treatment should not be delayed in order to consult with parents or carers. The current first aid manual is the 11th edition published by Dorling Kindersley Limited in 2011. First aiders should adhere to the procedures in the First Aid Manual.

3.5. Parents and Carers

Parents and carers have a responsibility to inform the school, in writing, about any medication conditions or potential first aid requirements. They are also responsible for ensuring that the school has the appropriate and in-date medicines and equipment as required by their child e.g. epi-pens, inhalers.

3.6. Contractors and Lettings

Contractors and persons who hire the premises are responsible for providing their own first aid whilst on site – particularly ‘out of hours’.

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. Staff are expected to support and assist the trained first aider in their decision.
- 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 office will contact parents immediately and ensure that a member of the Senior Leadership Team is informed. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times (to meet requirements of the early Years Foundation Stage).

If a child is taken to hospital following an incident at school and requires hospital treatment or an ambulance is called then it is reported using the trust’s reporting procedures (See Health and Safety Policy).

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 including, at minimum (The following are based on the HSE's recommendation for a minimum travelling first aid kit – and should be adapted to reflect the school's first aid needs assessment and arrangements):
 - A leaflet giving general advice on first aid.
 - 6 individually wrapped sterile adhesive dressings.
 - 1 large sterile unmedicated dressing.
 - 2 triangular bandages – individually wrapped and preferably sterile.
 - 2 safety pins.
 - Individually wrapped moist cleansing wipes.
 - 2 pairs of disposable gloves.
- Information about the specific medical needs of pupils.
- 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 containing, at minimum:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage (not less than 7.5cm wide).
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm).
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of rustproof blunt-ended scissors.

Risk assessments will be completed by the relevant individual 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.

For trips involving children in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate as required by the statutory EYFS framework.

It is the responsibility of the class teacher, or member of staff in charge, to ensure copies of health care plans, asthma inhalers and other essential medication is taken on school trips.

4.3. First Aid for Staff

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. Staff accidents should be reported and recorded in line with the trust's policy.

5. First aid equipment

A typical first aid kit in our school will include the following (The following are based on the HSE's recommendation for a minimum travelling first aid kit – and should be adapted to reflect the school's first aid needs assessment and arrangements):

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages (preferably sterile).

- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves.

No medication is kept in first aid kits.

First aid kits may be stored in, for example, the medical room, school office and school hall. Please see **Appendix A – School Information** for location of First Aid Kits in the school.

6. Record-keeping and reporting

6.1. First aid and accident record book

- An accident form / book will be completed by the first aider/relevant member of staff 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:
 - The date, time and place of incident.
 - The name of the injured or ill person and their status e.g. pupil, employee, visitor.
 - Details of the injury/illness and part of the body affected.
 - What treatment was given.
 - What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital).
 - form of notification if applicable e.g. verbally to parents at pickup, phone call to parents, trust notified
 - Name and signature of the first aider or appointed person.
 - Sufficient notes on the causes of injury to enable managers to review risk assessments periodically.

A model accident reporting form is available upon request.

- A copy of the accident report form will also be added to the pupil's educational record by the [job title of relevant member of staff].
- Records held in the first aid and accident book 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 [Check whether your insurer requires accident records to be retained for a longer period of time and amend this point accordingly if necessary].

The location of the accident book(s) (e.g. Medical Room / Nursery) is noted see **Appendix A – School Information**

6.2. Reporting to the HSE

The headteacher will ensure that a record is kept 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) in line with trust policy.

The headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident, in line with trust policy.

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. 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 first aider, or the office, 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.

Minor injuries (such as scratches or bruises) experienced by pupils caused by play or inattention will be recorded in the medical book. Parents must be informed of the following incidents or accidents:

	Children treated in the Nursery	Children treated in the School medical room
Head bumps	Verbal at pick up or phone call if child is going to a club afterwards	Head bump wrist band
Where it involves a child in the Early Years Foundation Stage	Verbal at pick up or phone call if child is going to a club afterwards	Text
More serious injuries	Phone Call	Phone Call
Biting / strangulation / dental incident	Phone Call	Phone Call

If a child is taken to hospital following an incident at school and requires hospital treatment or an ambulance is called then it is reported following the trust's reporting policy.

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 in line with the trust's policy. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care. (See Safeguarding and Child Protection policy).

7. Training

All school staff are able to request undertaking 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 (see appendix 3).

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.

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. The PFA certificate will be renewed every 3 years.

Anaphylaxis awareness and epi-pen training sessions are regularly undertaken by all staff (if there are pupils on roll who require epi-pens) meaning that at any one time most staff are trained in these areas. Asthma training is undertaken on an ad-hoc basis, or annually where there are children with severe asthma on roll.

8. First Aid for Pupils

8.1. Allergic reaction

Staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. Information about children with allergies e.g. plasters is kept in the classroom and in the first aid room. In the case of an allergic reaction, staff should follow the guidance on the child's Health Care Plan.

8.2. Asthma - see Asthma Policy

8.3. Cuts

All open cuts should be covered after they have been cleaned using a wipe and fresh water. Anyone treating an open cut should wear the gloves provided.

8.4. Head injuries

Any bump to the head is treated as serious. All bumped heads should be treated with an ice pack. The child should be given a head bump wrist band. The adults in the child's class-room should keep a close eye on the child. If the accident happens at break times and it is a bad bump, the first aider should speak to the teacher in the class so that the adults in the class can keep a close eye on the child. All bumped head accidents should be recorded in the accident book. Parents should be called if the child has a serious cut on the head, a bad bump or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

8.5. Head lice

In accordance with guidance from the Public Health England children with head lice need not be kept away from school. Advice given to parents is that treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents. Staff should not touch children and examine them for headlice. If we suspect a child or children have headlice we will inform parents/carers. A text should be sent with all the children in that class where the suspected headlice incidence is. Parents are signposted to further information from the school website.

8.6. Rashes and other infections

The school follows the latest guidelines set out by Public Health England.
www.gov.uk/government/organisations/public-health-england.

Staff should consult and follow the advice on the 'Guidance on Infection Control in Schools and other Childcare settings'. If we suspect the rash or infection to be contagious (such as scabies, impetigo etc.) we need to inform parents and request that children are treated before returning to school. If more than one child is suspected of having the same rash/infection in one class a letter should be sent home to all parents in that class, to help them to spot symptoms early and begin treatment, thus avoiding the further spread of the rash or infection. Staff must be informed of the identification of any infection.

Intimate Care – See also Intimate Care Policy

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their ability, age and maturity should be encouraged to act as independently as possible. Staff will always encourage children to attempt undressing and dressing unaided, however if assistance is required this will be given. Whenever children can assist in carrying out aspects of the care they should be encouraged to do so. Children will always be given the opportunity to undress in private.

The staff member will need to be respectful of the child's needs, preserving a high level of privacy, choice and control. The views of the child should be actively sought wherever possible and the staff member needs to be vigilant to the child's reactions as injuries are examined or first aid is administered. It may be advisable if a more familiar adult is involved with the child's care.

There is a high awareness of child protection issues. Staff behavior must be open to scrutiny. Another member of staff should be in the vicinity and should be made aware of the task being undertaken. Staff are expected to make judgements if guidance is not available, in order to secure the best interests and welfare of the children in their charge. Such judgements should always be recorded and shared with a senior manager. In undertaking these actions individuals will be seen to be acting reasonably. Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

For example, if a child has a rash we will look at the child's arms or legs. Chest and back will only be checked if there are concerns. We should call a First Aider and two adults should be present and the child's right to privacy should be maintained by finding an appropriate location e.g. drawing the blinds and closing the door in the medical room. The child should always be asked if it is ok to check their rash before asking them to lift any items of clothing, assistance with this will be given if required. If the child is anxious, staff should find an adult who is more familiar to the child to assist. Staff should tell the child exactly what they are doing and why and be sensitive to the child's reaction to this care.

9. Monitoring arrangements

The trust will undertake an annual audit to ensure that the policy is being effectively implemented.

The policy will be reviewed annually (DfE recommends annually) by the CEO in partnership with the Headteacher.

At every review, the policy will be approved by the Board of Trustees.

10. Links with other policies

This first aid policy is linked to the:

- Asthma Policy
- Child Protection and Safeguarding Policy
- Health and safety policy
- Intimate Care Policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Medicines in School Policy

Appendix A: School Information

Requirements	School Information
Name of School	St Nicolas & St Mary's CE Primary School
Name of Headteacher	Andy Lincoln
Person responsible for arranging First Aid training	School Business Manager – Wendy Cooke
Minimum number of First Aiders with 'First Aid at Work'	2
Minimum number of First Aiders with with Paediatric or Early Years First Aid	3
Total minimum number of First Aiders	5
Location of display of training certificates	Medical Room
Arrangements involving numerous casualties	In an emergency additional First Aiders can be requested from: Buckingham Park School Tel: 01273 453515 St Peters School Tel: 01273 454066.
Location of nearest defibrillator	In the corridor outside the school office. The defibrillator provides verbal instructions for its safe use and training is not required. The diode to show that it is functioning correctly is checked by a member of the office team once a month.
Location of First Aid Kits	<ul style="list-style-type: none"> • Medical Room • Staff Room • Nursery • Education Trip kits are also kept in the medical room • Rainbow Kitchen • Sunshine Kitchen (for use by Chartwells' staff)
Location of Accident Book(s)	Medical Room Little Fishes Nursery
Other information	

Appendix A: School Information – continued

Name of member of staff	Role	Status a) First Aid at Work (FAW) b) Paediatric / EYFS c) Appointed person	Expiry Date

Appendix B: Monthly First Aid Kit Checks

Kit Number:

Expiry Date:

Date Checked		Member of Staff (Print Name)	Signature

Appendix XX: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			