

# First aid policy



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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 and Directors 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](#) and [Early years foundation stage: coronavirus disapplication's](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

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. **During coronavirus:** you must use your 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps in your power you're still unable to secure a staff member with a full PFA certificate, you must carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

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. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

**During coronavirus:** employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

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

The school's appointed persons are M Oliver & S Ord. They are responsible for:

- › Taking charge when someone is injured or becomes ill
- › Ensuring contact is made with the injured party's parent/guardian.
- › 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 and recording significant injuries on School Pod (Behaviourwatch).
- › Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### 3.2 The Board of Directors

The Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School/ Facilities & Compliance Manager/Health & Safety Coordinator

#### 3.4 The Head of School and/or H & S Coordinator

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
- › Completing accident reports for all incidents they attend to where an appointed person is not called
- › Informing the Head of School or H & S Coordinator 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, the appointed person will request the office staff to contact parents immediately
- › The 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.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is

necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

## 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
- › Back at base contacts
- › Parents' contact details

Risk assessments will be completed by the trip leader and/or H&S Coordinator prior to any educational visit that necessitates taking pupils off school premises, these will be submitted to the EVC via the Evolve system for approval.

There will always be at least 1 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.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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
- › Safety pins
- › 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:

- › Each Classroom
- › Shared practical areas
- › The Staff room

- The school kitchen
- The Main Office

## 6. Record-keeping and reporting

There are three stages of first aid recording

- 1) Very minor incidents. Recorded on paper. Parents sent text
- 2) Injuries or conditions requiring more significant treatment recorded online. Parents phoned.
- 3) Serious injuries that require medical professionals. Recorded online and requiring the live recording of observations on the medical incident form. Parents contacted urgently

### Stage 1

Very minor incidents: The first aid books/folders will be kept in the office and will be collected each day by the lunchtime first aider and returned there at the end of the lunchtime to allow office staff to contact parents by text. **This text message will replace the traditional first aid slip.** First Aid books/folders will have the following headings:

Date/Time	Name of child	First Aider	Comment	Text Code	Follow up		
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When needing treatment children should report to duty members of staff who will send children to the first aid area. Following treatment, the child will be sent back to class, and the teacher informed. If the first aider felt that the incident needed follow up from a behaviour point of view they should if possible alert duty teachers immediately and also indicate this on the form. Office staff will always communicate the first aid information to parents in all cases

Examples of level 1: grazes, minor nosebleed that stops quickly, very minor cuts, head bumps with no mark or event that causes concern. During the session time the first aider will ensure that the office send the text message

### Stage 2

Injuries requiring more significant treatment but not serious are recorded on the school's online first aid reporting. Examples: Twisted ankle causing minor limp, deeper cut but not needing stitches, head bump with a mark but not a lump/egg. Parents should be phoned

### Stage 3

More serious incidents should be logged on the online system and with *live* information on the school's medical incident form. The medical form is a paper form which you get from the school office. When medical professionals arrive, this should be handed over to them alongside the injured person's data information sheet (printed by the office staff). Parents contacted urgently and first aider should be on hand to meet parents for hand over. If possible, please photograph the scene of the accident and if appropriate the injury.

Following the incident, the details should be recorded together with a senior member of staff on the online First Aid form completing both sections. If serious injury is confirmed, then the appointed person should ascertain whether the incident should be reported via RIDDOR.

- More serious includes all incidents where the casualty attended hospital/minor injuries unit and any meeting the criteria below: In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Any cut that requires stitches, gluing or professional medical attention

#### Reminders

- Second opinion always sought if not 100% sure
- Stage 1 incidents are recorded on paper, stage 2 and 3 on screen
- Call for the appointed person if stage 3
- Parents *phoned* for stage 2 and 3
- Ensure any related behaviour issues are still picked up
- Any accident/incident that requires a phone call or further treatment need to be reported on Behaviourwatch as soon as is reasonably practicable. This includes injuries sustained by staff.

#### Text Code Examples

Code	Reason
A	Dear {Title} {Surname}, {Learner Forename} had a bumped head today. There is no significant mark and {He/She} appears to be fine. Please keep a close eye. Seek medical advice if you notice drowsiness, nausea, confusion, severe headache.
B	Dear {Title} {Surname}, {Learner Forename} had a small graze or cut today it only needed a cleaning wipe/plaster and {He/She} appears to be fine
C	Dear {Title} {Surname}, {Learner Forename} had a small bump/trip today. {He/She} now appears to be fine but a bruise may develop.
D	Dear {Title} {Surname}, please note that {Learner Forename} suffered a small nose bleed today. No treatment was required and {he/she} now appears to be fine.

## 6.2 Reporting to the HSE

The H & S Coordinator 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 H & S Coordinator 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. 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 Reporting to Ofsted and child protection agencies

The Head of School or CEO 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 Head of School or CEO will also notify Torbay Children's Services 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

For EYFS:

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.

**During coronavirus:** if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of Paediatric first aid procedures while waiting for face-to-face training.



## 8. Monitoring arrangements

This policy will be reviewed by the Facilities & Compliance Manager/H & S Coordinator every 2 years. At every review, the policy will be approved by the Board.

## 9. Links with other policies

This first aid policy is linked to the

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

### Appendix 1: list of L3 trained first aiders

STAFF MEMBER'S NAME	AREA	EXPIRES
Sharon Jordain	Nest	17/11/24
Paula Faux	Unit 4	22/11/24
Hayley Nash	Unit 3	22/11/24
Georgina Bastin	Unit 1	22/11/24
Suzanne Dyer	Unit 1	06/06/22
Anja Maskell	Unit 4	01/07/22
Michelle Chadwick	Nest	29/10/22
Melissa Oliver	Deputy Head	29/10/22
Alice Pettitt	Unit 3	29/10/22
Keeleigh Treleaven	Unit 4	29/10/22
Joe Mealy	Unit 3	29/10/22
Lyndsey Coldwell	Unit 2	06/06/24
Susanne Kass	Unit 2	06/06/22
Georgia Lovell-Healy	Unit 2	06/06/22

STAFF MEMBER'S NAME	AREA	EXPIRES
Jo Dark	Nest	06/06/22
Janet Blatchford	Unit 2	06/06/22
Becky Stevenson	Unit 2	06/06/22
Hannah Lewis	Unit 1	06/06/22