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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 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](#) and [Early years foundation stage: coronavirus disapplications](#) 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are listed in appendix 1. 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
- 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 or appendix 3)
 - 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 local authority and governing board

Essex County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 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 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 (see appendix 2 or appendix 3) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher 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 relevant member of 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

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
- Business Continuity Plan (Critical Incident Management)
- Parents' contact details

Risk assessments will be completed by the Party Leader prior to any educational visit that necessitates taking pupils off school premises.

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:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical area in the Main Office
- The school kitchens
- Nursery
- Classrooms (containing plasters, sterile wipes and disposable gloves)
- Midday Assistant Bags (containing plasters, sterile wipes and disposable gloves)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form 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 all of the information included in the accident form at appendix 2 or appendix 3
- A copy of the accident report form will be sent home with the pupil and a copy is kept in school
- 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

6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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>

6.3 Notifying parents

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.

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. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Social Care 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 4).

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

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 Headteacher annually.

At every review, the policy will be approved by the SIB/full governing 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
- Business Continuity Plan

Appendix 1: list of appointed persons(s) for first aid and trained first aiders

Staff member's name	Role	Contact details
Mrs. L. Giles	Administrative Assistant & <u>Appointed Person</u>	01268 683053
Mrs. L. Kennedy	Early Years Educator	01268 683053
Mrs. C. Dyne	Learning Support Assistant & Midday Assistant	01268 683053
Mrs. S. Watkins	Learning Support Assistant & Deputy Senior Midday Assistant	01268 683053
Mrs. C. Fletcher	Teacher	01268 683053
Mrs. N. Khokher	Teacher	01268 683053
Mrs. S. Cracknell	Midday Assistant, Breakfast Club Assistant & After School Club Assistant	01268 683053
Mrs. P. Neale	Learning Support Assistant & Midday Assistant	01268 683053
Ms. L. Power	Learning Support Assistant	01268 683053
Mrs. T. Linwood	Learning Support Assistant & Senior Midday Assistant	01268 683053
Mrs. J. Coombes	Teacher	01268 683053
Mr. A. Cole	Site Manager	01268 683053
Mr. T. Martinson	Headteacher & <u>Appointed Person</u>	01268 683053
Mrs. H. Peters	Teacher	01268 683053

Appendix 2: accident report form

Accident Reporting Form

This form is to record an accident. An accident is defined as 'a random, abnormal, undesirable occurrence that has resulted in injury or harm to employees or non-employees'.

Incident Date	<input type="text"/>	Incident Time	<input type="text"/>
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Person reporting this incident	
Your full name:	<input type="text"/>
Your job title:	<input type="text"/>
Please provide the name of your team:	<input type="text"/>
Your contact number:	<input type="text"/>
Your e-mail address:	<input type="text"/>
Date incident was reported to you:	<input type="text"/>
Time incident was reported to you:	<input type="text"/>

Affected person's e-mail (if available):

Affected persons Job Role (if relevant and available):

Do you know the address of the injured party?

Yes No

Address Line 1:

Address Line 2

Address Line 3

Town/ City:

County

Postcode:

Age of the injured party:

Gender of the injured party:

About the Accident

Select the location of the incident:

Other location:

Describe where on the premises or outside space this happened?

Incident Type

Main contributory factor involved in the incident:

What was the other cause:

What was the apparent cause of the Accident?

What was the fall from height in metres?

Describe in as much detail as possible what happened:

Was there any property, equipment or vehicle damaged Yes No
as a result of this incident?

Please describe how the damage was caused:

What damage was caused:

Injury Sustained

Injuries sustained:

Other not known: Please explain why it is not known:

Please describe the natural cause:

In the list above, did you select any of the injuries specified under RIDDOR Reportable?

Yes No

Was the non-employee taken directly to hospital for treatment of that injury?

Yes No

Was the injury as a result of a playtime or sporting activity?

Yes No

Did this incident result in death of the affected person?

Yes No

Injury location(s)

Injury details:

Please confirm that the incident resulted in the affected person losing consciousness due to a head injury or asphyxia:

Yes No

Was first aid treatment received?

Yes No Not applicable

Who gave the first aid treatment?

What treatment was given:

Was treatment by a medical professional required? Yes No Not applicable

Was the person absent from work following the accident? Yes No

Is this person likely to be absent from work for a period of 7 consecutive days, or is unable to return to full duties within 7 days? Yes No

The first full day the affected person was away from work

Has the person returned to work Yes No Not applicable

Date person returned to work:

In what capacity did the person return to work

Do you have any documentation that you wish to upload relating to this injury? Yes No

If relevant, please attach any relevant documentation relating to the injury:

Were immediate actions needed to prevent a re-occurrence? Yes No

What actions were taken to stop a re-occurrence of this incident:

Was there a witness to the incident

Yes No

Name of witness:

Job title of witness (if applicable)

Telephone number of witness (where available)

E-mail address of witness (where available)

Address of witness (where available):

What the person witnessed:

Has a written statement been provided:

Yes No

Please attach statement:

Was there additional witnesses to this incident?

Yes No

Save and Submit Declaration

Appendix 3: accident/incident/illness report slip

ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP		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		IMPORTANT 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				

To re-order Tel. 01487 823823 Fax: 01487 823898 E:sales@limetreemarketing.com www.limetreemarketing.com © Limetree

Appendix 4: first aid training log

name/type of training	staff who attended	Date attended	date for training to be updated
Emergency First Aid at Work	Mrs. C. Dyne	02 November 2020	01 November 2023
Emergency First Aid at Work	Mrs. S. Watkins	27 May 2021	26 May 2024
Emergency First Aid at Work	Mrs. S. Cracknell	15 March 2019	14 March 2022
Emergency First Aid at Work	Ms. L. Power	05 December 2019	04 December 2022
Emergency First Aid at Work	Mrs. P. Neale	05 December 2019	04 December 2022
Emergency First Aid at Work	Mrs. T. Linwood	16 October 2020	15 October 2023
Emergency First Aid at Work	Mr. T. Martinson	15 March 2019	14 March 2022
First Aid at Work	Mrs. L. Giles	26 May 2021	25 May 2024
First Aid at Work	Mrs. A. Cole	25 November 2020	24 November 2023
Paediatric First Aid	Mrs. L. Kennedy	03December 2019	02 December 2022
Paediatric First Aid	Mrs. C. Fletcher	14 June 2019	13 June 2022
Paediatric First Aid	Mrs. N. Khokher	14 June 2019	13 June 2022
Paediatric First Aid	Mrs. J. Coombes	23 October 2020	22 October 2023
Paediatric First Aid	Mrs. H. Peters	23 November 2020	22 November 2023