

# First Aid Policy



**September 2024**

To be reviewed 2026 or as required

## 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.

## Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), the [Statutory Framework for the Early Years Foundation Stage](#) 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.

## Roles and Responsibilities

### The governing board

The Federation's 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.

### The Headteacher

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

- Ensuring that an appropriate number of trained first aiders 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 school wide risk assessments are completed and appropriate measures are in place for trips, visits, playgrounds and classrooms.

- Ensuring that leaders undertake personalised risk assessments, as appropriate, and that appropriate measures are put in place for class trips, class visits and personalised provision for identified individual children where need presents.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

## **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 a first aider is not called.
- Informing the Deputy Headteacher or their manager of any specific health conditions or first aid needs they identify.

## **Appointed person(s), first aiders and all staff**

The appointed person within the school is the Deputy Headteacher and School Manager.

The school's appointed persons are responsible for:

- Taking charge when someone is seriously injured or becomes seriously 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 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.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

All staff are responsible for:

- Being a first responder to an incident if they are the closest adult.
- Undertaking immediate assessment.
- Seeking assistance from a qualified first aider, if further assessment is needed.
- Completing accident forms.

# **First aid procedures**

## **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 assess and then provide any required first aid treatment.
- The first aider, if called, will assess the injury.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges further intervention is needed from the medical services, or that the child is too unwell to remain in school, the appointed person will be called and 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 office 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 one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## **Off-site procedures**

When taking pupils off the school premises by public transport or coach, staff will ensure they always have the following:

- A mobile phone.
- A list of medical needs of the pupils and any approved medication.
- A portable first aid kit including, at minimum, a leaflet giving general advice on first aid, 6 individually wrapped sterile adhesive dressings, antiseptic wipes, disposable gloves, sick bags, a triangular bandage (sling) and ice packs.

Risk assessments are completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits.

## **First aid equipment**

First aid kits are stored in:

- The medical room
- The school office
- The school kitchens

A typical first aid kit in our school offices/medical rooms will include the following:

- A leaflet giving general advice on first aid, assorted sizes of individually wrapped sterile adhesive dressings, assorted sizes (plasters). Assorted size bandages, sterile eye wash and eye pads, triangular bandages (slings) safety pins, scissors, sick bags, disposable gloves, ice packs. All dressings are individually wrapped.
- Each school office has a large emergency grab first aid bag to be used in the case of a major incident/severe injury. This bag contains a leaflet giving general advice on first aid, assorted sterile adhesive dressings (plasters) assorted size sterile bandages, sterile eye wash and sterile eye patches, antiseptic wipes, ice packs, disposable gloves, foil blankets and bio-guard absorb powder for bodily fluids. This kit also contains a mouth shields for use in resuscitation.
- No medication is kept in first aid kits.

## **Record-keeping, reporting and investigation**

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

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. The accident form will be completed with as much detail as possible.

A copy of the accident report form will be held in the relevant file in the School Office (Staff Accidents / Pupil Accidents).

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.

### **Notifying parents**

For children in Nursery and Reception classes, the class teacher or delegated responsible adult 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.

For children in KS1 and KS2, an accident form will be completed and parents notified through letter in instances where first aid has been administered by a first aider.

Head injuries will be reported to parents of all children as soon as is reasonably possible.

## **Investigation**

Unfortunately, accidents can and do happen. Following reportable injuries, diseases or dangerous occurrences an accident or incident a line manager and/or the school manager will be notified, immediately. The cause of a serious accidents and where necessary incidents will be internally investigated as part of due diligence. The Deputy Headteacher / Headteacher is responsible for taking account of any recommendations that may arise from an investigation.

Where possible the accident area of a serious accident will be kept clear with nothing touched or moved until the investigation has taken place. The only exception would be when this causes a health and safety hazard. Then the minimum disruption to the accident area should be made. Where necessary external advice will be sought to aid with the investigation and provide advice.

## **Training**

All school support staff and admin staff undertake first aid training. 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.

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 three years.

## **Monitoring arrangements**

This policy will be reviewed every year. At every review, the policy will be approved by the governing body.

## **Links with other policies**

This first aid policy is linked to the:

- Health and safety Policy
- Medical needs Policy
- Safeguarding Policy

## **Appendix 1: External Reporting**

### **Reporting to the HSE**

The School Manager 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 School Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **School staff: reportable injuries, diseases or dangerous occurrences**

- Death or specified injuries, including 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) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 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.

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g from wood dust.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.
- 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.

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

- Death of a person that arose from, or was in connection with, a work activity\*.
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment\*.

\*An accident “arises out of” or is “connected with a work activity” if it was caused by a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip), the way equipment or substances were used (e.g. lifts, machinery, experiments etc), and/or the condition of the premises (e.g. poorly maintained or slippery floors).

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>

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

The School Manager 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 Designated Safeguarding Lead will also notify Hackney Social Services of any serious accident or injury to, or the death of, a pupil while in the school’s care.