

**Haresfield C of E Primary School**  
**FIRST AID POLICY**  
**POLICY FOR ACCIDENTS and MEDICAL EMERGENCIES**

*'Trusting in God, together we live, learn and grow.'*



### **Aims**

- To prevent accidents
- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regard 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 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **First Aid and Illness**

- Children who feel unwell should be sent to the school office.
- Monitoring of unwell children will be the responsibility of the Administrative Staff and the Headteacher.
- The decision to send unwell children home will be solely the responsibility of the Headteacher.
- Staff are made aware of the individual medical needs in their class. In the event of illness, these plans will be followed. Full details will be kept in the office.
- A first aid kit is always taken with a group to any off-site activity.

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

The school has 3 trained paediatric first aiders.

Mrs Buckle – Administrator,  
Miss Fry – TA Owls Class  
Mrs Tyndall – TA Bats Class  
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

All staff have basic first aid training and one member of staff has completed the more intensive first aid at work training, first aiders 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 (accident report form books are found in every classroom and the main office)
- Keeping their contact details up to date

It is the policy of the school to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident the first concern will be the care of the person or persons who have suffered injury.

The accident will be reported to the Nominated First Aider and to the Head Teacher or Senior Teacher in the Head Teacher's absence who will ensure that adequate arrangements are made for the care of any injured persons. It will be the policy to investigate and record all accidents by the Head Teacher.

All staff regularly receive Emergency First Aid Training and are capable of dealing with accidents and emergencies.

School telephones are situated in:

Secretary's office  
Head Teacher's office  
Kitchen

The First Aid cupboard is located in the Staff toilets by the reception area and checked termly by Mrs. Bacon.

### **Emergency Procedure**

#### **Minor Accidents**

- Send child to First Aider for treatment if necessary.
- Class teacher to be informed. Head or Senior Teacher to be informed of head Injuries – parent informed at the end of the day. Bumped Head Sticker put on child's jumper.
- Record details of the accident on the accident report and sent to the Head Teacher.
- Causes of accidents should be investigated and steps taken to avoid recurrence. This should also be noted on the accident report form. If a minor injury occurs during playtime the duty staff must not leave the playground to deal with it. Help from a First Aider may be summoned.
- Parents may need to be informed depending on the seriousness of the injury. Head injuries must always be reported. Blank Head Injury forms are kept in each register for the purpose.

#### **Major Accidents/Injuries**

- Summon a First Aider who will carry out whatever procedure is appropriate.
- Decide, in consultation with First Aider, whether hospital treatment is necessary.
- Advise Head and make arrangements to take child to Gloucester Hospital or summon an ambulance (999) in extreme emergency.  
N.B. Another adult should accompany a child to hospital in a teacher's car.  
A check should be made on the adequacy of the teacher's car insurance for such a journey.

- Inform parents as soon as possible by telephone or by going to the child's home. Parents should make arrangements to get to the hospital or to collect the child from school.
- Complete an **Accident Report**.  
Safety Incident Report forms are now completed online and the office staff will be able to help you complete these. They should be completed in the case of major injuries as soon as possible after the accident and given to Head or Senior Teacher.

The above procedures also apply to accidents to school staff.

### **The local authority and governing board**

Gloucestershire Local Authority 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.

### **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 –Record-keeping and reporting)

### **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, using one of the accident report books provided in every classroom and main office) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

### **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 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 Headteacher or if not available the School Administrator team will 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

### **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
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

### **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:

- The staff bathroom and Mrs Buckle's office.

## Record-keeping and reporting

### *First aid and accident record book*

- For children who have received a minor injury to the head, a phone call will be made to parents to advise.
- All notable accidents that have received treatment, an accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form is kept in the first aid and accident file in the main school office.
- Records held in the first aid and accident file will be retained by the school for a minimum of 3 years.

### *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 scalping 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 from the HSE, by following the following link:

<http://www.hse.gov.uk/riddor/report.htm>

### ***Notifying parents***

The class teacher or teaching assistant 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.

### ***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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Training**

All school staff are able to undertake first aid training if they would like to.

All classroom staff, midday supervisors, wraparound staff and office staff must have completed at least basic first aid training 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.

Staff will be required to renew this training when it is no longer valid.

At all times, at least 2 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. At least one member of staff must have completed the more intensive training of first aid at work.

### **Monitoring arrangements**

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every year.

At every review, the policy will be approved by the full governing board.

### **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

<b>Approved by:</b>	Governors	<b>Date:</b> 13 <sup>th</sup> January 2021
<b>Last Reviewed On:</b>	January 2021	
<b>Next Review Due by:</b>	January 2023	