



# First Aid Policy

**Agreed By: LGB**

**Agreed On: May 2022**

**Review Due: April 2025**

## Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	5
5. First aid equipment	6
6. Record-keeping and reporting	6
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of First Aiders and Paediatric First Aiders	9
Appendix 2: accident report form	10

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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 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**

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

The school's appointed first aider is Denise Broad. 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)
- Keeping their contact details up to date

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

#### **3.2 The Local Governing Body**

The Local Governing Body 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.

#### **3.4 The Headteacher**

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

- Ensuring that an appropriate number of 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 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) 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

## 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, a member of the office team 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 endeavors' to ensure 1 person with a full PFA certificate is on site when children aged 3 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.

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
- Parents' contact details

Risk assessments will be completed by the trip organiser 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 endeavors' 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:

- The school office
- The school kitchen
- The children's kitchen
- Class first aid bumbags
- Midday Supervisor first aid bumbags
- The Burrows

## **6. Record-keeping and Reporting**

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

- An accident form will be completed by the schools' appointed first aider 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
- A copy of the accident report form will also be added to the pupil's educational record by the appointed first aider.

- 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 appointed first aider 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 first aider 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>

## Early Years Foundation Stage

### 6.3 Notifying parents

The first aider 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 the Area Schools Office and Surrey 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.

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:** 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 and appointed First Aider every 3 years.

At every review, the policy will be approved by the Local Governing Body.

## 9. Links with Other Policies

This first aid policy is linked to the

- Health and Safety Policy
- Supporting Pupils with Medical Conditions

## **Appendix 1**

### **List of First Aiders**

Kerrie Botting

Carol Buchan

Sarah Carrington

Claire Carter

Julie Cavanaugh

Melissa Chapman

Anna Cichowska

Hannah Cole

Rebecca Coles

Natasha Cooper

Abigail Craven

Emily Danova

Michelle Delia-Searle

Charlotte Dlugokecka

Hayley Earley

Sue Goodall

Vicki Gumbrell

Susan Hanlan

Linda Hawkins

Emma Holt

Rachel Horton

Heather Kerslake

Claire Marrow

Jemma Moseley

Gemma Neale

Emma Pateman

Simone Ralph

Hayley Roberts

Ilndsey Roche

Sarah Rogan

Denise Savill

Lisa Scanlan

Rebecca Selmes

Natalie Toft

Shane Vickery

Heather Warren

Andrea Weighill

Emma White

**List of Paediatric First Aiders**

Denise Broad

Kerry Hutton

Lissa Loveday

Laura Thomson

Rebecca Arnell

Sarah Bryett

Samantha Lampard

Appendix 2: Accident Report Form

# Accident Record

Report Number

## 1. ABOUT THE PERSON WHO HAD THE ACCIDENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Occupation \_\_\_\_\_

## 2. ABOUT YOU, THE PERSON FILLING IN THIS RECORD *If you did not have the accident, write your address and occupation.*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Occupation \_\_\_\_\_

## 3. ABOUT THE ACCIDENT *Continue on the back of this form if required.*

When it happened: Date \_\_\_\_\_ Time \_\_\_\_\_  
Where it happened: State room or place \_\_\_\_\_  
How the accident happened: Give the cause if you can \_\_\_\_\_  
\_\_\_\_\_  
If the person who had the accident suffered an injury, say what it was \_\_\_\_\_  
\_\_\_\_\_  
Please sign the record and date it. Signature \_\_\_\_\_ Date \_\_\_\_\_

### 4. FOR THE EMPLOYEE ONLY

By ticking this box, I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety, for them to carry out the health and safety functions given to them by law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 5. FOR THE EMPLOYER ONLY

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To report, go to page 4 of this book, or go to <http://www.hse.gov.uk/riddor/report.htm>

Please sign the record and date it: Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix 3: First Aid Risk Assessment

<b>Stoughton Infant &amp; Nursery School Risk Assessment &amp; Risk Management Record</b> <b>Frist Aid &amp; Medical Provision</b> <b>Completion Date: May 2022 Review Date: May 2023</b>					
Hazards Identified	Persons at significant risk	Existing controls	Existing Risk Rating H/M/L	Existing control measures adequate?	What additional controls are required (if any)?
<b>First Aid</b>					
Insufficient staff qualified to provide First Aid	All people on site	High number of staff first aid trained currently 36 staff members are trained, a further 7 members of staff are paediatric first aid trained.	L	Yes	
Qualified persons not being available	All people on site	High numbers of staff trained so this is significantly reducing the risk of no qualified members of staff being available.	L	Yes	
Insufficient/incorrect consumables or equipment available to trained staff	All people on site	First Aid kits available at all times in: class first aid bumbags, kitchen, children’s kitchen and the school office.	L	Yes	
Instances where First Aid is required not recorded/recorded incorrectly	All people on site	Accident book and additional first aid kits are stored in school office. The first aid forms are always completed by those providing care. All office staff trained to use SCC Online Accident Reporting Portal and paired with another first aider to sign off on reportable instances. Parents are informed daily of any head injuries via a ‘Bumped Head Sticker’ or a phone call if appropriate	L	Yes	
<b>Administration of Medicines</b>					
Insufficient/incorrect storage for medication	All people on site	Lockable cupboard for room-temp and restricted medication. Pharmacy labelled box for chilled medication.	L	Yes	

		Emergency medication, such as auto adrenalin injectors are stored in the classroom and in the school office. Asthma inhalers are stored in the classroom and taken to PE and outdoor activities.			
Emergency medication not available fast enough	Children	As above We also have an emergency Ventolin inhaler in the school office	L	Yes	
Wrong medication administered	Children	Only medication prescribed by a doctor will be administered; medication must be provided with the pharmacy label and this kept on site with the medication. Medication name and strength is checked against pharmacy label by office staff when it is provided. Medication is only administered by first aiders, and restricted medications are only administered by first aiders who have received specific training. All medicine administered must be witnessed by another member of staff.	L	Yes	
Wrong/excessive dosage administered	Children	Dosage is administered as per the signed consent form from parents, which reflects the prescription, and recorded immediately in the school office. If any medication is administered outside of the school office it is recorded on the medication permission form which the office must be provided a copy. All medicine administered must be witnessed by another member of staff.	L	Yes	
Medication needs to be administered during school trip	Children	During school trips and off-site activities medication is kept to hand by staff. If medication needs to stay chilled it is stored in a bag with ice packs	L	Yes	