



First Aid Policy

Policy owner	HR	2 Nov 2021
Endorsed by	Trustees	
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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

3. Roles and responsibilities

At least 1 person who has a current paediatric first aid (PFA) certificate must be 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 your 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.

We will ensure there are a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

3.1 Appointed person(s) and first aiders

The school has a number of appointed First Aiders. The main First Aider is Tamara Allen. All First Aiders 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 appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trustee board

The Trustee 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.

3.3 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 all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place by the responsible person
- 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

3.4 The HR Manager

- Ensuring that first aiders have an appropriate qualification,
- Ensure staff are keep their training up to date and remain competent to perform their role

3.3 The Main First Aider

- Reporting specified incidents to the HSE when necessary (see section 6)
- Checking and stocking First Aid Kits at the start of the academic year

3.5 Kindergarten, Class and Subject Teachers

Kindergarten, Class and Subject Teachers are responsible for:

- Ensuring their First Aid kit is fully stocked and items are in date
- Replacing used items in the First Aid boxes
- Informing the Admin Team when they have used the last of an item from the medical supplies
- Ensuring they return the fully used Accident, Incidents & Illnesses reporting form. These will follow the Class until it is fully completed and all pages are used.

3.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the Accident, Incidents & Illnesses reporting form for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Replacing used items in the First Aid boxes
- Informing the Admin Team when they have used the last of an item from the medical supplies

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. Advice should be sought from NHS 111 if staff is at all unsure.
- If emergency services are called, the main first aider or Class Teacher will contact parents immediately. I
- 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
- In the event a child has had a bump or injury to the head, it is vital that a Head Bump Letter is given to the parents/carer.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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
- Parents' contact details

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

For all Kindergarten visits, 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 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 medical room
- All Classrooms and kindergartens
- The woodwork shed
- The school kitchen
- There are First Aid kits for Games and Gardening lessons

6. Record-keeping and reporting

6.1 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
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be kept and the original given to the parents
- 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 Main 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 Main 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>

6.3 Notifying parents

The main first aider or Class Teacher 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 local child protection agencies 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.

8. 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 trained first aiders

STAFF MEMBER'S NAME	QUALIFICATION GAINED
Tamara Allen	Main First Aider Paediatric First Aid & Emergency First Aid at Work
Anna Retsler	Paediatric First Aid & Emergency First Aid at Work
Alexandra Julin	Paediatric First Aid & Emergency First Aid at Work
Achala Wickramaratne	Paediatric First Aid & Emergency First Aid at Work
Heulwen Miller	Paediatric First Aid & Emergency First Aid at Work
Lily Janas-Snell	Paediatric First Aid & Emergency First Aid at Work
Marina Cook	Paediatric First Aid & Emergency First Aid at Work
Alex Brew	Paediatric First Aid & Emergency First Aid at Work
Simone Freeman	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Georgina Tate	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Ethan Reeves	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Rachel Steggall	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Christopher Hammond	Emergency First Aid at Work
Kirsty Featherstone	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Zoe Russell	Level 3 Outdoor First Aid (RQF) & Emergency First Aid at Work
Mita Nesi	Paediatric First Aid & Emergency First Aid at Work
Maria Brooks	Paediatric First Aid & Emergency First Aid at Work
Sarah Newby	Paediatric First Aid & Emergency First Aid at Work
Very Garcia	Paediatric First Aid & Emergency First Aid at Work
Julia Allan	Paediatric First Aid & Emergency First Aid at Work
Sevim Metin	Paediatric First Aid & Emergency First Aid at Work
Elena Oliver Andres	Paediatric First Aid & Emergency First Aid at Work
Nicoletta Favetta	Paediatric First Aid & Emergency First Aid at Work
Stephanie Gill	Paediatric First Aid & Emergency First Aid at Work
Eriko Kawashima	Paediatric First Aid & Emergency First Aid at Work