



# HEADLEY PARK

PRIMARY SCHOOL

## Policy Documentation

### Policy: First Aid

Responsibility for review: LGB

Version history		Key changes made
Date written	May 2022	-
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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](#), 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 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**

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

The school's appointed person(s) are Sally Shackell and Katrina Long. They are responsible for:

- Taking charge when someone is injured or becomes ill (to the extent they require medical support)
- 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 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.

### **3.3 The headteacher**

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

- Ensuring that an appropriate number of appointed persons and 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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 the scene until help arrives. First aiders must have radio with them.
- 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 teacher or member of SLT will contact parents immediately
- The first aider/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

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

#### **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 including, at minimum:
  - o A leaflet giving general advice on first aid
  - o 6 individually wrapped sterile adhesive dressings
  - o 1 large sterile unmedicated dressing
  - o 2 triangular bandages – individually wrapped and preferably sterile
  - o 2 safety pins
  - o Individually wrapped moist cleansing wipes
  - o 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- o 10 antiseptic wipes, foil packed
- o 1 conforming disposable bandage (not less than 7.5cm wide)
- o 2 triangular bandages
- o 1 packet of 24 assorted adhesive dressings
- o 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

- o 2 sterile eye pads, with attachments
- o 12 assorted safety pins
- o 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will be sent to the Educational Visit Coordinator for review. See separate procedures.

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.

### 4.3 Head Injuries

#### **Minor Bump to Head**

A minor bump to the head is common in children. If a child is asymptomatic (i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting) and the child appears well, then the incident will be treated as a 'bump' rather than a 'head injury'.

Action to be taken in school for a 'bump' to the head:

- Child to be assessed by a First Aider – apply cold compress
- If a child is asymptomatic, complete a medical tracker report thoroughly but **do not** send to parents until a phone call has been made
- Phone parent to let them know a bump has occurred but it is minor and there are no symptoms
- Report to class teacher
- Give the child an 'I bumped my head' wristband
- Class teacher to observe - If a pupil begins to display Minor Head injury symptoms, follow actions to be taken detailed below (if unsure, always consult a colleague).

#### **Minor Head Injury – no loss of consciousness**

A minor head injury often just causes bumps, swellings or bruises on the exterior of the head. Other symptoms include:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

Action to be taken in school for a 'Minor Head Injury':

- Ice pack/cold compress to swelling
- Observation by a first aider
- Review [NHS head injury guidance](#) and complete a [head injury checklist](#) (Appendix 1) to check if an ambulance should be called
- Complete a medical tracker report but **do not** send to parents until a phone call has been made
- Inform parents and guardians by **telephone** explaining the nature of the injury and the visible symptoms

- Provide them with information about what happened and inform them of the first aiders recommendation (e.g. should they stay in school or be collected to be taken for further medical treatment/guidance)
  - If the child **is** well enough to stay in school, inform staff in the child's classroom and keep a close eye on the child's injuries and symptoms. Give the child an 'I bumped my head' wristband. Contact a first aider if symptoms develop
  - If the child **is not** well enough to remain in school (but the injuries are not deemed serious enough for an ambulance to be called), parents should collect as soon as possible and be advised to seek medical treatment
- Head injury advice leaflet sent home (Appendix 2)
- School staff send medical tracker report to parents once the above have been complete

### **Severe Head Injury – loss of consciousness**

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems
- Difficulty in understanding what people are saying
- Balance problems
- Loss of power in arms/legs/feet
- Pins & needles
- Amnesia
- Leakage of clear fluid from nose or ears
- Bruising around eyes/behind ears

Action to be taken by school:

- Suspect there is a neck injury if unconscious and do not move the child
- CALL 999 FOR AMBULANCE
- Notify parent by phone
- Complete a medical tracker report but **do not** send to parents until a phone call has been made
- School staff complete an accident report (Appendix 3)

### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins

- o 6 medium-sized individually wrapped sterile unmedicated wound dressings
- o 2 large sterile individually wrapped unmedicated wound dressings
- o 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The library (medical room)
- School office
- All classrooms
- School vehicles

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

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

An accident form via medical tracker 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

Records held on medical tracker (or 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 (See HSE Guidance)**

The headteacher or delegated person 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 or delegated person will report these to the HSE 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:

- o Fractures, other than to fingers, thumbs and toes
- o Amputations
- o Any injury likely to lead to permanent loss of sight or reduction in sight
- o Any crush injury to the head or torso causing damage to the brain or internal organs
- o Serious burns (including scalding)
- o Any scalding requiring hospital treatment
- o Any loss of consciousness caused by head injury or asphyxia
- o 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)

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](#)

### **6.3 Notifying parents**

The teacher or first aider (via medical tracker) 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 or delegated person 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 or delegated person will also notify LADO 0117 903 7795 of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All educational support school staff (>BG3) are required to undertake first aid training at the request of the school.

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).

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 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the School Business Manager annually.

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

Risk assessment policy

Policy on supporting pupils with medical conditions

**Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders (also see central log)**

<b>Staff member's name</b>	<b>Role</b>
Angle, Jessica	Paediatric First Aid
Ball, Lisa	Paediatric First Aid
Bates, Aisling	Paediatric First Aid
Britton, Tara	Paediatric First Aid
Burnell, Rachel	Paediatric First Aid
Butler, Duncan	Paediatric First Aid
Cave, Emma	Basic First Aid at Work
Collicott, Natasha	Paediatric First Aid
Elson, Allison	Paediatric First Aid
Evans, Clare	Paediatric First Aid
Flower, Sian	Paediatric First Aid
Goddard, Lucy	Paediatric First Aid
Hayter, Susan	Paediatric First Aid
Kemp, Nancy	Paediatric First Aid
Lewis, Nicola	Paediatric First Aid
Long, Katrina	Appointed person for First Aid - children and adult
Martin, Zoe	Paediatric First Aid
Meade, Sophie	Paediatric First Aid
Moore, Diane	Paediatric First Aid
Panter, Claire	Paediatric First Aid

Potter, Melanie	Paediatric First Aid
Robbins, Kathryn	Paediatric First Aid
Rudge, Joanne	Paediatric First Aid
Shackell, Sally	Appointed person First Aid Lead - children and adult
Smith, Nicola	Paediatric First Aid
Taylor-Gast, Emily	Paediatric First Aid

**Appendix 2: accident report form (see medical tracker)**

**Appendix 3: first aid training log - See centralised training log**