St White's Primary School

First Aid Policy

Date of Adoption: February 2021

Date of Next Review: February 2023

Signed, Chair of Governors:

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Summary of Changes:

Date	Page/ Section	Text Added	Text Removed	Reason & approval
Feb 2021		Full review		
Oct 22	Page 5	Names of first aiders updated		Head

1. Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

2. 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

3. 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

4. Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Head Teacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS to provide First Aid training to employees, maintain records of training and review annually;

- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

5. Arrangements for First Aid

The School will provide materials, equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:

Every classroom, medical room, gymnasium, downstairs kitchen, staff room, office.
First aid kits for break time and lunchtimes – in medical room & downstairs kitchen.
Bum bags for trips in the school office.

6. A Standard First Aid Kit Will Contain the Following Items:

1 Guidance sheet
1 Protective apron
2 PPE face masks
2 accident forms
30 individually wrapped sterile adhesive dressings, assorted sizes
20 anti-bacterial wipes
1 roll of microporous tape
5 pairs of disposable gloves
2 rolls of bandages
1 8cm dressing
2 10cm dressings
1 sterile gauze
1 pair of safety scissors
1 finger bandage
2 ice packs
1 resuscitation shield
1 triangular bandages

4 safety pins
2 medium wound dressings
3 large wound dressings

The contents of the kits will be checked on a regular basis by Sarah Cook.

7. 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 information will also be added to the pupil's educational record by the office staff
- 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
- All records are held in line with GDPR regulations (see GDPR policy).

8. The School First Aiders Are (Emergency First Aid at work certificate):

Tracy Cowan, Eve Earthrowl, Victoria Underwood

9. Paediatric First Aiders, or those who hold a Level 3 Outdoor First Aid certificate, Are:

Geraldine Self, Tracy Cowan, Gemma Reynolds, Luke Brown

Before undertaking any off site activities, the level of first aid provision will be assessed by the Head Teacher and at least one First Aid Kit will be taken along.

10. 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 the 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 office staff 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, and ensure that it is given to a member of the office team.

11. 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
- Parents' contact details

Risk assessments will be completed by 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.

12. Information on First Aid Arrangements

The Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

The Head Teacher will also ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- How to contact first aiders;
- Location of the First Aid Box.

In addition, 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 staff 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

13. 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
- Ensuring that all accident forms are passed onto a member of the office team so that parents can be contacted and information can be added to children's records.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

14. Accidents Involving Bumps to a Pupil's Head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. All incidents will be recorded in the accident book and the record taken to the school office for action. Parents will be informed of a bump to a child's head during school time. In addition, where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

15. Transport to Hospital or Home

The Head Teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head Teacher may decide to transport the pupil to the hospital.

Where the Head Teacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

When an ambulance is called, the call will be made from the telephone nearest to the patient, so that the call handler can speak directly to the patient or to the first aider who is with them. This is in accordance with guidance from NHS South Western Ambulance Service.

16. Reporting to the HSE

The Head Teacher 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 Head Teacher 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 here:
How to make a RIDDOR report, HSE https://www.hse.gov.uk/riddor/report.htm

The Head Teacher will notify Ofsted and any relevant Child Protection Agency 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.

17. 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.
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.

18. Policy Statement

The Head Teacher and Board of Governors of St White's Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.
The staff of St White's Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the SELB procedure for reporting accidents.

Signed_____
(Head Teacher)

Date_____

Signed_____
(Chairperson of Board of Governors)