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First Aid Policy

Review Date	Version number	Reviewer/Owner (post holder)	Approved by (Committee)	Signature
Nov 22	1	Rachel Surch		
Nov 2023	2	Rachel Surch	LAB	C. T. Heuham -
Nov 2024	3	Eirian Painter	LAB	C. T. Heuham -
Nov 2025	4	Eirian Painter	LAB	C. T. Heuham -

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1. The Park Academy Trust Introduction

The Trust intends and expects that all decisions around the use of Trust resources will be underpinned at all times by its vision and values:

Trust aims:

- To create centres of educational excellence that inspire all children to turn their potential into performance
- To achieve this our schools will:
- Provide a broad and balanced curriculum that allows children to develop their talents and ambitions
- Deliver the highest quality learning opportunities facilitated by excellent teachers
- Inspire our children to become confident, motivated and respectful individuals ready to make a positive contribution to society

The Trust will support our schools by:

- Maximising the resources and expertise available to individual schools
- Providing a platform for the sharing of excellent practice
- Challenging and developing staff to turn their potential into performance

The welfare and safeguarding of our children is paramount in all we do at Red Oaks Primary School.

1.1 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that staff and the Trust Interim Board 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

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

Roles and responsibilities

In our school, key members of our Early Years team have a current paediatric first aid certificate and at least one member of the team is on site at all times.

Throughout the school, we have members of staff that are paediatric first aid and first aid trained. These people will administer first aid, when required to an adult or child in school.

It is the role of the Headteacher to make sure that all first aid trained staff follow the first aid procedures we have in place at school.

Appointed person(s) and first aiders

The school's appointed first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Giving advice

First aiders are trained to carry out this role 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 a child home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's full list of first aiders are listed in appendix 1

The Headteacher

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

- Ensuring that an appropriate number of first aid trained staff 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 a child
- Ensuring that specified incidents to the HSE when necessary

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

2.1 Guidance and 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 child 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 administration team will contact parents immediately
- Ensuring 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.

Off-site procedures

When taking children 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 every child
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking children off school premises.

There will always be at least one first aider on school trips and visits, and Paediatric First Aid trained on EYFS trips as required by the statutory framework for the Early Years Foundation Stage.

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
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Michele Tyler is responsible for ensuring first aid kits are well stocked and available to each class.

Inhalers should be kept in classrooms where they can be accessed by the owner. It is the responsibility of the parent/s to ensure these are in date. These will be taken on school trips and be accessible during after school events such as discos and popcorn night.

First aid kits are stored in:

- Reception
- Classrooms (between classrooms in cloakroom)
- Nursery

Record-keeping and reporting

First aid and accident record book

- An accident first aid note to be completed to go home with the child.
- For a minor graze or bruise a first aid log sheet will be completed for a child.
- For a more serious injury, an accident form will be completed by the 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 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.

Reporting to the HSE

The Health and Safety Officer (Ellen Lango) 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 here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

Notifying parents

In Early Years, the class teacher or teaching assistant will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable. In the rest of the school, this may be a member of the administration team. If the child has suffered a head bump, a note will be sent home (as well as verbally informing) the child will also be given a head bump wrist band. This will be signed and returned to school and will be attached to Arbor for record.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Swindon Safeguarding Board of any serious accident or injury to, or the death of, a child while in the school's care.

Training

The Headteacher will ensure there is a trained first aider in every phase and on every school trip. There will also be a trained first aider on the playground at break/ lunch times.

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 4).

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.

Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Headteacher and LGC.

This first aid policy is linked to the

- Health and safety policy
- Risk assessment index
- Policy on supporting children with medical conditions (trust policy)
- Medical policy
- Safeguarding and child protection policy

Appendix 1: First Aiders in School

Our First Aiders:

Jill Ponting and Caroline Mason.

Paediatric First Aiders at Work:

Louise Newton, Juliet Wright and Martyn Cowell, Mirjeta Burgai (Paediatric 2 day course)

Jess Prophet, Jo Humphries (Paediatric emergency first aid)

Emergency First Aid & Outdoor at Work:

Donna Whittaker	Amanda Sprosson	Maisie Tyler	Maxine Janes
Jade Kord	Christine Middleton	Rhona Rigby	Julieanne Bird
Jo Wright	Leah Webb	Charlotte Warren	Amy Barrett
Nicola Primmer			

Appendix 2: Accident Report Form – Minor Injury

Date & time:		Child's name:	Year group/class:
Details of accident:		Action taken:	
Parents informed (Y/N)?	Person recording (print name)		Signature:
Date & time:		Child's name:	Year group/class:
Details of accident:		Action taken:	
Parents informed (Y/N)?	Person recording (print name)		Signature:

Appendix 3: Pupil Accident/Incident Form

Child's Name			
Member of Staff			
Date:		Time:	
Location of Incident/Accident:			
Details of Incident/Accident:			
Treatment Provided:			
Was the Parent/Carer contacted		Yes / No	
Was the child taken for medical attention		Yes / No	
Signed :			
H&S		ARBOR	

Appendix 4: Accident Note to Parent



Date _____ Time of Accident _____

Dear Parent/Carer

I am afraid your child _____ had an accident today in the classroom/playground and has unfortunately bumped his/her head. We have been keeping a very close eye on him/her all day and would like to inform you of this so that you may be aware should any problems arise.

Yours sincerely

Mrs E Painter
Head Teacher

Reply Slip

Please return to Class Teacher the next day

Child's Name _____ Class _____

I have received the letter informing me of my child's bump to the head.

Signed (Parent/Carer) _____ Date _____

Appendix 5: Staff Accident Form

Accident/ Incident Report Form

Confidential

(All details to be entered)

Tick box - Acc / Inc to: Staff Service User Pupil Contractor Public

Service Area: _____ Premises / Section: _____ Job Title: _____

1. Details of Person Injured or Effected:

Surname: _____ Forenames: _____ M / F

DOB: _____ Age: _____ Tel / Work No: _____

Signature: _____ Date: _____

Address: _____

Post code: _____

2. Details of Accident / Incident (Please delete as required)

Date: _____ Time: _____ Location: _____

Brief Details of injuries: _____

Full description of accident / incident : (Please continue on separate sheet if required) _____

3. Brief Details of First Aid Treatment Provided:

Materials used in treatment: _____

Name of First Aider: _____ Taken From scene of accident to hospital Yes / No

4. Reporting to the Incident Control Centre (RIDDOR)

Date reported: _____ Time reported: _____ To whom reported: _____

Position: _____ RIDDOR Incident Reference No: _____

How reported: Telephone / Fax / Email Date: _____

5. Witness Details

Name: _____ Address: _____ Tel: _____

Name: _____ Address: _____ Tel: _____

Were Police involved - Yes / No Name & No of Officer: _____

Name of person completing form: _____ Signature: _____

Name and location of line / senior manager: _____

Investigation completed by: _____ Signature: _____ Date: _____

(Please attach investigation report to white copy)

6. Actions taken to prevent recurrence: (Please continue on separate sheet if required)

Risk Assessment reviewed: Y / N Additional training / controls: Y / N

For Use By S.B.C. Health, Safety & Wellbeing Department Only

Action	Date	Initials
Received by Health & Safety		
Type: Acc/ Inci	1 2 3 4 5 6	7 8 9 10 11 12
	Please circle above as appropriate.	

i The information you provide will be used to investigate the above incident / accident and will be disclosed to the Health, Safety & Wellbeing team for the purposes of investigation so that we can review the incident / accident in order to prevent reoccurrence.