



THORPEDENE PRIMARY SCHOOL

FIRST AID POLICY

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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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees

in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed Person(s) and First Aiders

The school's appointed first aiders are listed in appendix 1. They are responsible for:

- Taking charge when someone is injured or becomes ill
- A named first aider from each year group will ensure that there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits. The named person will also be responsible for collecting/delivering the GDPR Pupil Accident Book.
- 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
- Keeping their contact details up to date

3.2 The Academy Committee

The Academy Committee 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/or 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)

3.5 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 for all incidents they attend to
- 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 staff will contact parents immediately unless a prior arrangement has been made (such as set out in a health care plan) then the named person/persons will call the parents/carer directly from the classroom. The office will then be informed of this.
- The first aider will complete the Pupil Accident Book (please see record keeping and reporting) on the same day or as soon as is reasonably practical after an incident resulting in an injury. They will also complete the first aid record slip which is to be given to the parent/carer of the injured child.
- 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. All staff must ensure that they refer to the school's up to date Covid risk assessment.

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 and GDPR compliant Pupil Accident Book.
- Information and medication relating to the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed in-line with the school's Evolve procedures 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: All staff will adhere to the procedures set out in the school's latest risk assessment.

There will always be at least 1 first aider on school trips and visits.

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 (the main school office)
- The Port, Starboard and Albert hall
- The Creative Curriculum room (due to cooking facilities)
- The school kitchens
- School vehicles
- All classes/class bases

6. Record-keeping and Reporting

6.1 First Aid and Accident Record Book

- The GDPR compliant Pupil Accident Record book is held with the first aid kits will be completed by the first aider as soon as possible after an incident resulting in an injury. They will also complete an accident record slip that will be given to the parent/carer of the injured child.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- The Pupil Accident Record book will be collected every morning by the year group designated staff member and taken to the school office at the end of the school day to be signed off by an appropriate member of staff. The original will be kept in a GDPR compliant lockable cupboard.

6.2 Reporting to the HSE

The Headteacher 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 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

A member of the school staff 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 Designated Safeguard Lead will also notify any outside agencies relating to the safeguarding welfare, such as social workers 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 1).

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.

All staff must adhere to any first aid procedures set out in the school's up to date covid risk assessment.

8. Monitoring Arrangements

This policy will be reviewed by the Senior Leadership Team annually.

At every review, the policy will be approved by the Academy Committee. This will then be added to the school's website.

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

- Covid risk assessment
- Safeguarding pol

Qualified First Aiders 2021

Martin Winch	Starboard & Port	May 2022
Julie Seymour	Port	October 2022
Alison Gomez	Office	October 2022
Amanda Townley	Office	October 2022
Kirstie Galley	Port	October 2022
Angela Lau	MDA Port	October 2022
Saydi Kittle	Starboard	October 2022
Anita Morley	MDA Port	October 2022
Michelle Osborne	Port	October 2022
Lisa Dorling	Port	June 2024
Donna Shaw	MDA	June 2024
Cara Heath	Port	June 2024
Charlotte Richards	Port	June 2024
Jo Galley	Office	June 2024
Sue Chattaway	Office	June 2024
Hazel Edwards	Port	June 2024
Audrey Coles	Office	November 2024
David Jackson-Mayo	Starboard	November 2024
Jo Matthews	Port	November 2024
Vicky Guilford	Port	November 2024

Step by Step Procedure for First Aid Book – February 2022

1. Designated person from each year group (see list below) collects the correct numbered book/books from the office first thing in the morning and distributes them to the correct first aid box.
2. If the designated person is not available, another person from the year group will be responsible for this.
3. This book remains with the first aid kit throughout the day and is completed if any first aid is administered. The completed page REMAINS in the book and a first aid slip is completed and sent home to parent/carer.
4. The book is returned to the office at the end of each day so it can be stored in a GDPR compliant lockable cupboard.

Designated Adult

EYFS – Hazel Edwards – Book 1 (KF/P) and Book 2 (S/H)

Year 1	Rose Sinclair	Book 3 (1S/1P) and Book 4 (1B/Aquarium)
Year 2	Milly Cooper	Book 5 (2C/2BH)
Year 3	Kirstie Galley	Book 6 (3SL/3G)
Year 4	Julie Seymour/Laura Cade	Book 7 (5N/4CS) Book 8 (4K/4O)
Year 5	Katie Maynard	Book 9 (5F/5S)
Year 6	Margaret Revell	Book 10 (6S) and Book 11 – Creative Curriculum Room
Kitchen	Hollie Redding	Book 12
Trips only	Book 13 – this will remain in the office and be taken out for trips.	