

# First Aid Policy

## VERSION CONTROL SHEET

**POLICY NAME:** Complaints Procedure

**Policy Prepared by:** David Sammels

<b>Document date</b>	<b>Filename</b>	<b>Meeting submitted</b>	<b>Summary of changes required</b>
11/03/20		March LGB	Reviewed and updated
10/03/21		March LGB	Reviewed – no changes

## 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

## 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

This policy complies with our funding agreement and articles of association.

## Roles and responsibilities

### 3.1 First aiders

Key trained staff from across the Academy will be called to support and lead on first aid as necessary. They 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
- Keeping their contact details up to date

A list of first aiders is available from the school office. Their names will also be displayed prominently around the school.

### 3.2 The governing board (local governing body)

The 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.

### 3.4 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school
- 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 where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## 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, 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, through administrative staff liaison will recommend next steps to the parents
- If emergency services are called, the first aider, administrator or senior leader will contact parents immediately
- The first aider will complete an accident report form on Medical Tracker, on the same day (or as soon as is reasonably practical) after an incident resulting in an injury and report it to the most senior member of staff.

- The first aider will contact the most senior member of staff before leaving the site for an update and to take a review of how the case has progressed.
- First aiders and administrators report to their line manager once a week for a review of the week's incidents. A summary of these logs is reported to the Headteacher (or most senior member of staff on site) during Academy Leadership meetings once a week.
- The Headteacher will report a summary of first aid incidents to the academy's local governing body during routine governor meetings.

## 4.2 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 the member of staff who is organising the off-site event 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.

## 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:

- First Aid storage area in each block
- Reception (at the desk)
- The community kitchen
- The school kitchens

- School vehicles

## Record-keeping and reporting

### 6.1 First aid and accident recording

- An accident report will be added to Medical Tracker by the first aider on the same day or as soon as possible after an incident resulting in an injury, giving as much detail as possible
- Records held on Medical Tracker will be retained by the school for a minimum of:
  - Adults – date of accident + 6 years
  - Children – date of birth + 25 years

### 6.2 Reporting to the HSE

The lead administrator 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 lead administrator in conjunction with 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>

### 6.3 Notifying parents

The first aider, administrator 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 by one (or more) of the following methods:

- Telephone call
- In person at the end of the school day\*
- School email communication
- Report form home with pupil

\* Where a pupil remains in school after the end of the traditional school day, i.e. for a club or after school care, the first aider, administrator or class teacher will ensure that the after school staff are aware of any accident or injury sustained so that this information can be relayed to the parent when they collect their child.

### 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 Plymouth Local Authority Designated Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Training

All school staff can 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 paediatrics 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 local governing body

At every review, the policy will be approved by the local governing body.

## Links with other policies

This first aid policy is linked to the

- Safeguarding and Child Protection policy
- Health and safety policy
- Policy on supporting pupils with medical conditions

## Appendix 1: First Aid in school notification letter to go home to parents

### First Aid Report

Date: .....

Time: .....

Location: .....

Child's Name & Class:

.....

Sustained an injury to his/her:

.....

The treatment given was follows:

.....

.....

.....

First Aider's Name: .....

## Appendix 2: Bumped Head in school notification letter to go home to parents

### Bumped Head

Pupil Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dealt with by (Staff Name): \_\_\_\_\_

Did the child lose consciousness YES NO

If YES, how long were they unconscious \_\_\_\_\_mins

Your child was involved in an accident today and bumped their head.

Your child has been seen by one of our First Aiders.

It is school policy to inform parents of any head injuries, so you can take necessary precautions when monitoring your child.

If your child shows any of the following symptoms, please consult a G.P. or take your child to Accident & Emergency.

- Vomiting
- Unusual sleepiness
- Difficulty in waking
- Fits or abnormal movements of the arms or legs
- Persistent dizziness
- Difficulty walking
- Bad headache that does not get better after taking medicine such as Calpol
- Strange / unusual behaviour or confused speaking
- Twitching of the body or face
- You have any worries or concerns



### Appendix 3: First Aid Action Chart

ACUTE	SEVERE	MINOR
These lists are not exhaustive and each incident must be treated on a case-by-case basis.		
<p>For Example:</p> <ul style="list-style-type: none"> <li>• UNCONSCIOUS</li> <li>• NOT BREATHING</li> <li>• PERSISTENT BLEEDING</li> <li>• CONVULSIONS</li> </ul>	<p>For Example:</p> <ul style="list-style-type: none"> <li>• BUMPED HEAD / ANY INJURY OR PAIN ABOVE THE NECK</li> <li>• SUSPECTED FRACTURE</li> <li>• VOMITING OR DIARRHOEA</li> <li>• PAIN IN CHEST, ABDOMEN, PELVIS, LIMBS OR EXTREMITIES</li> <li>• BURN</li> </ul>	<p>For Example:</p> <ul style="list-style-type: none"> <li>• GRAZE</li> <li>• CUT</li> <li>• BRUISE</li> <li>• RED MARKS</li> </ul>
ACTION	ACTION	ACTION
<ol style="list-style-type: none"> <li>1) Administer First Aid</li> <li>2) Call 999</li> <li>3) Telephone Parents - if no answer, send text and Parent mail and continue to attempt to make contact by telephone</li> <li>4) Record Incident</li> </ol>	<ol style="list-style-type: none"> <li>1) Administer First Aid</li> <li>2) Telephone Parents</li> <li>3) If no answer, call 999 / NHS 111 if appropriate.</li> <li>4) Send text and arbor mail and continue to attempt to make contact by telephone</li> <li>5) Record Incident</li> <li>6) Advise Parent at end of school day*</li> <li>7) Send report form home in book bag</li> </ol>	<ol style="list-style-type: none"> <li>1) Administer First Aid</li> <li>2) Record Incident</li> <li>3) Advise Parent at end of the school day*</li> <li>4) Send report form home in book bag</li> </ol>

\* Where a pupil remains in school after the end of the traditional school day, i.e. for a club or after school care, the first aider, administrator or class teacher will ensure that the after school staff are aware of any accident or injury sustained so that this information can be relayed to the parent when they collect their child.



## First Aid Policy: Covid 19 update

First Aid is needed in your bubble.

If you have a qualified First Aider in bubble – they can follow First Aid procedures (below).

If you DON'T have a qualified First Aider in bubble – phone SLT who will allocate one to your bubble.

### First Aid Procedure:

- Injured child to be isolated in bubble wet area.
- Allocated First Aider to put on appropriate PPE  
If bodily fluids are present/child is symptomatic of Covid19, full PPE must be worn (mask, gloves, apron, goggles), which is stored in the Cleaners cupboard of that block.
- Allocated First Aider to assess/attend to child in isolated area only.
- First Aider to record details on 'Medical Tracker' and complete home slip if necessary.
- Depending on the severity of injury: a slip may be sent home; parent may be phoned or in extreme cases 999.

\* If the First Aid required is solely due to the development of Covid19 symptoms – a First Aider is not required to assist – the procedure for 'suspected symptoms' should be followed by an adult in the bubble. SLT must be informed immediately.