

First Aid Policy

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Approved By	
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Notes	



Woodland Grange Primary School

Aiming high to achieve excellence and success by working together.

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 outcome

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](#), guidance from the Health and Safety Executive (HSE) on incident reporting 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.

3. Roles and responsibilities

Our Early Years Foundation Stage provision including our Pres-school, will always have 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 employee’s work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The school’s appointed first aiders will be 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 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 first aiders are listed in appendix 1.

3.2 The Local authority and governing board

Leicestershire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the schools governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The governing board

The governing board 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 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 (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

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, the relevant member of staff will contact parents immediately
- The 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, at minimum
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 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:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the staff prior to any educational visit that necessitates taking pupils off school premises (copies will be given to each adult going on the trip and the school office).

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. For other year groups we will ensure appropriately trained staff are accompanying the children.

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	

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of 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.

6.2 Reporting to the HSE

The school 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 school 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 – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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) which covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
- 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). In this case, the member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g., from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident arises out of or is connected with a work activity if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and or
- The condition of the premises (e.g., poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available [here](http://www.hse.gov.uk/riddor/report.HSE):

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

6.3 Notifying parents

The school will inform parents of any serious accident, illness or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

We would also contact parents if we had any additional concerns about their injury or illness and if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

The school 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 school will also notify LCC 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 3). 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.

8. Monitoring arrangements

This policy will be reviewed every 2 years. At every review, the policy will be approved by the school governors.

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

Data will always be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Appendix 1: list of appointed people for first aid

Staff member's name	Role	Date of training	Type of training
Amanda Cave	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Anne Davis	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Karen Houlton	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Annette Howard	School office manager	Feb 2020	First aid for teachers (British Red Cross)
Dulcie Jackson	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Janette James	LSA	Feb 2020	First aid for teachers (British Red Cross)
Julie Larder-Dyson	LSA	Feb 2020	First aid for teachers (British Red Cross)
Linda Ward	LSA	Feb 2020	First aid for teachers (British Red Cross)
Jill Bailey	LSA	Feb 2020	First aid for teachers (British Red Cross)
Sue Fawcett	LSA	Feb 2020	First aid for teachers (British Red Cross)
Sue Longstaff	School admin assistant	Feb 2020	First aid for teachers (British Red Cross)
Raj Mistry	School Bursar	Feb 2020	First aid for teachers (British Red Cross)
Sonia Shah	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Aleshia Yadav	Teacher	Feb 2020	First aid for teachers (British Red Cross)
Jas Bagh	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Kirsty Ellis	LSA	Feb 2020	First aid for teachers (British Red Cross)
Amanda Gardner	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Pam Hunter	LSA	Feb 2020	First aid for teachers (British Red Cross)
Noshina Latif	LSA	Feb 2020	First aid for teachers (British Red Cross)
Catherine McLaren	LSA	Feb 2020	First aid for teachers (British Red Cross)
Lisa Hibbard	Teacher	July 2017	Paediatric First aid
Kal Parekh	LSA	Nov 2018	Paediatric First aid
Lucy Pick	Pre-school support	Dec 2019	Paediatric First aid
Lucy Hames	Pre-school support	Oct 2017	Paediatric First aid
Hetal Patel	Pre-school support	Dec 2017	Paediatric First aid
Anita Bulsara	Pre-school support	Jan 2020	Paediatric First aid
Luke Evans	Sports Coach	March 2022	Paediatric First aid

Appendix 2: accident report form

Woodland Grange Primary School				
ACCIDENT/INCIDENT/ ILLNESS REPORT	Pupil's name:		Date:	
	Class:		Time:	
Details of accident/incident/illness:				
<p>If your child has suffered a head bump we would ask you to look out for the following signs. If any of the following symptoms occur, please seek urgent medical advice:</p> <ul style="list-style-type: none"> • Partial or complete loss of consciousness • Shallow breathing • Pupils of the eyes become an unusual size, become dilated or not reacting to light • Shock. The face becoming pale, the skin cold and clammy and the pulse rapid and weak • Nausea and vomiting • Loss of memory 	Bump/bruise		Asthma	
	Vomiting/nausea		Parent/carer contacted	
	Headache/high temperature		Unable to contact parent/carer	
	Head injury		Well enough to remain at school after first aid	
	Serious cut/graze			
	Nosebleed		Collected from school	
Signature of first aider:				
Details of treatment and additional comments:				