

# Woodland Grange Primary School & Pre-School



## First Aid Policy

Revised June 2020 *(next review June 2022)*

## **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

## **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**

We will ensure that within our Pre-school and early years setting that there will be a staff member who has current a paediatric first aid qualification.

## **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.

### **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.

### **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)

### **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

## **First aid 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 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

### **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
- Information about the specific medical needs of pupils

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.

## **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
- All classrooms (including preschool)
- The school kitchens

### **Record-keeping and reporting**

#### **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.

#### **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.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - 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**

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.

### **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.

### **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.

### **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

**Appendix 1: list of appointed person(s) for first aid**

<b>Staff member's name</b>	<b>Role</b>	<b>Date of training</b>	<b>Type of training</b>
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)
Jane Dent	LSA	Feb 2020	First aid for teachers (British Red Cross)
Ed Flanagan	SEN LSA	Feb 2020	First aid for teachers (British Red Cross)
Karen Hoult	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 Keenan	LSA	Feb 2020	First aid for teachers (British Red Cross)
Julie Larder-Dyson	LSA	Feb 2020	First aid for teachers (British Red Cross)
Tim Pickering	SEN 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)
Debbie Jones	SEN 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)
Katy Arscott	LSA	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)
Mansi Kotecha	SEN 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)
Amita Thakrar	LSA	Feb 2020	First aid for teachers (British Red Cross)
Lisa Hibbard	Teacher	July 2017	Paediatric First aid
Kal Parekh	LSA	July 2017	Paediatric First aid
Paige Wyatt	LSA	July 2017	Paediatric First aid
Camilla	Pre-school support	Dec 2017	Paediatric First aid
Wendy Holyoake	Pre-school support	Dec 2017	Paediatric First aid
Lucy Pick	Pre-school support	Dec 2017	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	Dec 2017	Paediatric First aid
Ruth Pickering	Pre-school support	Dec 2017	Paediatric First aid

Appendix 2: accident report form

WOODLAND GRANGE PRIMARY SCHOOL				
ACCIDENT/INCIDENT/ ILLNESS REPORT	Pupil's name:		Date:	Time:
	Class:			
Details of accident/incident/illness:				
<b>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:</b> <ul style="list-style-type: none"><li>• Partial or complete loss of consciousness</li><li>• Shallow breathing</li><li>• Pupils of the eyes become an unusual size, become dilated or not reacting to light</li><li>• Shock. The face becoming pale, the skin cold and clammy and the pulse rapid and weak</li><li>• Nausea and vomiting</li><li>• Loss of memory</li></ul>	Bump/bruise		Asthma	
	Vomiting/nausea		Parent/carers contacted	
	Headache/high temperature		Unable to contact parent/carers	
	Head injury		Well enough to remain at school after first aid	
	Cut/graze			
	Nosebleed		Collected from school	
Signature of first aider:				
Details of treatment and additional comments:				