



# First aid policy

**Approved by:** Cristy Nelson

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

## 3. Roles and responsibilities

### 3.1 First Aiders

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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### 3.2 The local authority and governing board

Torbay Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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 office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

## **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 visit leader 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.

## **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 School Office Office
- The school halls
- The school kitchen

- School minibus
- Classrooms
- First Aid stations throughout the school

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider/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
- The incident will then be recorded on the Torbay Council Accident data base.
- Records held in the first aid and accident log 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**

Torbay council 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).

Torbay council 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 relevant staff member 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 relevant member of staff 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.

A member of the senior leadership team will also notify M.A.S.H 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 2).

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 by the head teacher every 2 years.

At every review, the policy will be approved by the full governing board.

## **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





# Appendix 1 - List of Qualified First Aiders



## Qualified First Aiders: September 2023

Teachers	Support Staff	
Mrs A <u>Wolstanholme</u> : <u>September 2025</u>	Miss Q Houghton : <u>September 2025</u>	Mrs B Jones : <u>Sept 2023</u>
Mrs L Andrews : <u>September 2025</u>	Mrs L James : <u>September 2025</u>	Mrs J O'Neil l: <u>Sept 2023</u>
Mr A Robinson : <u>September 2025</u>	Mrs A Clarke : <u>September 2025</u>	Mrs A <u>Horrell</u> : <u>Sept 2023</u>
Mrs J Broadbent : <u>September 2025</u>	Mrs K Endicott: <u>September 2025</u>	
Mrs G Brunner : <u>September 2025</u>	Miss R Ward : <u>February 2025</u>	
Mrs K Campbell : <u>September 2025</u>	Miss L Brooks : <u>February 2025</u>	
Mr A Lockyer : <u>June 2024</u>	Mrs C Panther-Guest : <u>February 2025</u>	
Mrs L Neil : <u>June 2024</u>	Miss B Hewitt : <u>February 2025</u>	
Mrs B Steer : <u>June 2024</u>	Mrs C <u>Crees</u> : <u>February 2025</u>	
	Mrs S Evans : <u>February 2025</u>	
	Mrs A <u>Ostler</u> : <u>June 2024</u>	
	Mrs A <u>Rastrick</u> : <u>June 2024</u>	
	Mrs S Gilbert : <u>June 2024</u>	
	Mrs J Bowman : <u>June 2024</u>	
	Mrs F Steer : <u>June 2024</u>	
	Mr R <u>Povey</u> : <u>June 2024</u>	
	Mrs K Sharp : <u>June 2024</u>	
	Mrs T Grimes : <u>June 2024</u>	
	Mrs T Young : <u>Sept 2024</u>	
	Mrs J <u>Aplin</u> : <u>Sept 2024</u>	
	Mrs J King : <u>Sept 2023</u>	
	Mrs T Clarke : <u>Sept 2023</u>	



## Appendix 2: Accident Occurrence Form

<b>Accident Occurrence Report Form</b>	
<b>The Injured Person</b>	
Surname:	Accident/Occurrence Date: Time:
Forename(s):	Occupation/Job title:
Home Address:	Work Address:
Postcode:      Tel No:	Postcode:      Tel No:
Date of Birth:	Accident Area (e.g. Classroom/Corridor):
Is the Injured Person an (Please circle): Employee    /    Pupil/Student    /    Contractor	
Member of the public    /    Other (Please specify):	
<b>Person Making the Report (if different from above)</b>	
Surname:	
Forename(s):	
Work Address:	Occupation (Teacher/Student):
Postcode:      Tel No:	Business unit/Year group:
<b>Occurrence Details</b>	
Was the occurrence witnessed? : Yes / No	Did the accident incur time off work?: Yes / No
Witness : Names, Address, Contact No: 1.	If known state how long (hours/days):
	Was the incident reported to the HSE? Yes / No
	If Yes by whom? When?
2.	
<b>VATB</b>	
Did the Accident / Occurrence involve Violent, Aggressive or Threatening behaviour? Yes / No	
If Yes, should the assailant be put on the awareness register? Yes / No	
If Yes, must be counter signed by Manager:	
Was the assailant (please circle) :    Pupil/Student    /    Employee    /    Parent    /    Contractor	
Other (please specify):	
<b>Risk Assessment</b>	
Has a post-incident risk assessment been completed?    Yes / No	





