

First aid policy

Autumn 2023

For Schools within our Collaboration:



At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

P= personal

R= responsibility

I = in

D= delivering

E= excellence

Frequency of Review:	Annually
Reviewed and Approved by:	Full Governing Body
Date:	Autumn 2023
Date of Next Review:	Autumn 2024
Reviewer:	Sally Harvey & Tracy Mullaney

Signed:  Date: 11.12.2023

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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](#), 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

Maintained school:

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

Academies:

- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The schools' appointed persons are Helen Beardah at Sutton Road Primary School and Sharon Smart at Holgate Primary School. 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our schools' appointed persons and 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

Nottinghamshire 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 school's governing board.

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

Once we convert and join Transform Trust (expected Spring 2024) the following will apply:

3.2 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.

3.3 The Executive Headteacher and Heads of School

The Executive Headteacher and Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the Executive Headteacher, Head of School or their line 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 the 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 Manager or Office Team Leader will contact parents immediately
- The first aider or 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 including:
 - A leaflet giving general advice on first aid
 - individually wrapped sterile adhesive dressings/plasters
 - sterile unmedicated dressings
 - triangular bandage – individually wrapped and preferably sterile
 - Individually wrapped moist cleansing wipes

- disposable gloves
 - sterile bandage
 - micropore tape
 - instant ice pack
 - gauze (Holgate)
 - sterile water (Holgate)
 - air flow pack (Holgate)
 - scissors (Holgate)
 - safety pins (Sutton Road)
- Information about the specific medical needs of pupils
 - Parents' contact details

Risk assessments will be completed by the visit leader and approved by the Education Visits Co-Ordinator and Head of School prior to any educational visit that necessitates taking pupils off school premises.

For Early Years, 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.

5. First aid equipment

Holgate Primary School



A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings/plasters (assorted sizes)
- individually wrapped triangular bandage (preferably sterile)
- individually wrapped sterile unmedicated wound dressings
- disposable gloves
- antiseptic wipes
- gauze
- sterile bandage
- air flow pack

There is also a special first aid bag to take to Forest School with extra supplies extra sterile water, instant ice packs, sterile gauze and wipes.

No medication is kept in first aid kits.

First aid kits are stored in:

- Every KS1 and KS2 classroom has a first aid bag
- Early Years have a first aid bag, a special bag for Forest School and a well-stocked box
- Admin Room
- The school kitchen

Sutton Road Primary School



A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings/plasters (assorted sizes)
- individually wrapped triangular bandage (preferably sterile)
- individually wrapped sterile unmedicated wound dressings
- disposable gloves
- antiseptic wipes
- micropore tape
- sterile bandage
- instant ice pack
- safety pins

No medication is kept in first aid kits.

First aid kits are stored in:

- Moor Lane Building Staff Room
- Sutton Road Building top floor and bottom floor corridors
- New Build Staff Room and bottom corridor
- F2 kitchen
- Nursery kitchen
- The school kitchen

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
- A copy of the accident report form will also be added to the pupil's educational record by the admin assistant
- Records held in the first aid and accident book will be retained by the school in line with the retention schedule, 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 Executive Head Teacher/Head of 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 Executive Head Teacher/Head of School will report these to the HSE 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.

School staff: reportable injuries, diseases or dangerous occurrences

These 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
- Work-related injuries that lead to an employee being 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 Executive Head Teacher/Head of School 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
- 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

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:

[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 admin assistant will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Head of 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 Head of School will also notify Multi-Agency Safeguarding Hub (MASH) 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Executive Inclusion Leader and Executive Assistant annually.

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
- Administration of Medicine in Educational Settings Policy

Appendix 1: list of appointed persons for first aid and trained first aiders at Holgate Primary and Nursery School



STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Sharon Smart	Appointed Person and First Aid at Work trained First Aider	KS2
Nicola Davies	Executive Headteacher and First Aid at Work trained First Aider	Head's Office
Sam Sheridan	Head of School and First Aid at Work trained First Aider	Head's Office
Tracy Mullaney	First Aid at Work trained First Aider	Head's Office
Mike Latter	First Aid at Work trained First Aider	Site Team – available by walkie talkie
Sarah Hicklin	First Aid at Work trained First Aider	KS1 and KS2
Alex Walker	First Aid at Work trained First Aider	Site Team – available by walkie talkie
Gail Brown	First Aid at Work trained First Aider	KS1
Gemma Soden	Paediatric First Aid trained First Aider	School Office
Wayne Smith	Paediatric First Aid trained First Aider	EYFS
Nicola Morgan	Paediatric First Aid trained First Aider	KS1
Sara Pearson	Paediatric First Aid trained First Aider	EYFS
Jane Franks	Paediatric First Aid trained First Aider	EYFS
Sarah Bacon	Paediatric First Aid trained First Aider	EYFS and KS1
Gail Housechild	Emergency First Aid at Work trained First Aider	Midday Supervisor

Appendix 1: list of appointed persons for first aid and trained first aiders at Sutton Road Primary School and Nursery



STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Helen Beardah	Appointed Person and First Aid at Work trained First Aider	Available on walkie talkie
Nicola Davies	Executive Headteacher and First Aid at Work trained First Aider	Head's Office
Emma Severn	Head of School and First Aid at Work trained First Aider	Head's Office
Tracy Mullaney	First Aid at Work trained First Aider	Head's Office
Charlotte Steptoe	First Aid at Work trained First Aider	Maternity Leave
Helen Darwood-Brown	First Aid at Work trained First Aider	Available on walkie talkie
Kier Barsby	First Aid at Work trained First Aider	Available on walkie talkie
Melanie Alsop	First Aid at Work trained First Aider	Moor Lane
Alison Smith	First Aid at Work trained First Aider	Moor Lane
Rebecca Russon	Paediatric First Aid trained First Aider	Foundation Stage 1 Unit
Katie Scales	Paediatric First Aid trained First Aider	Maternity Leave
Tracey Toon	Paediatric First Aid trained First Aider	Foundation Stage 2 Unit
Jayne Barton	Paediatric First Aid trained First Aider	Foundation Stage 1 Unit
Lynne White	Paediatric First Aid trained First Aider	Main Building and Breakfast & After School Club
Lucy Winfield	Paediatric First Aid trained First Aider	Main Building and Breakfast & After School Club
Sarah Bacon	Paediatric First Aid trained First Aider	EYFS – 1 day per week
Nikki Robinson	Paediatric First Aid trained First Aider	School Office
Sonia Harwood	Paediatric First Aid trained First Aider	Midday Supervisor and Breakfast & After School Club

