



# Meadowside Community Primary & Nursery School

A Member of The Challenge Academy Trust

## First Aid Policy

<b>Policy written by</b>	School
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<b>Chair of Governors</b>	Mr P Calrow

Version	Date	Action
V2	May 2021	More serious accidents to be reported to I am Compliant and a change of policy for informing parents.
V3	May 2022	Update to number of First Aiders. Use of Class Dojo for contacting parents for minor injuries. Update Headteacher

*'Where Learners Grow*



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## **First Aid Policy.**

### **Introduction to the Purpose of this Policy and Procedure document**

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

### 3. Roles and responsibilities

#### 3.1 Appointed person(s) and first aiders

School has 6 currently trained first aiders, spread across EYFS, KS1 and KS2 as well as 1 trained Midday Assistant. 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 the details in the blue accident book for minor injuries on the same day, or as soon as is reasonably practicable, after an incident. MDAs each have their own blue book which will be signed by the class teacher / TA of any child injured and handed to the school office at the end of the lunchtime. All other first aiders use the main first aid blue book which is kept in the school office and inform the office staff if any minor injury messages **need to be made via Class Dojo. More serious injuries are entered on to I Am Compliant and the office staff are notified. Parents/carers will be notified of minor injuries by Class Dojo. Where a child has received a more serious injury or head bump, a call will be made home to inform parents and general head bump advice given.**
- Keeping their contact details up to date

Our school's first aiders names and photographs will be displayed prominently around the school.

### **3.2 TCAT and Governing Body**

TCAT 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.

### **3.3 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 a First Aider is present during any off-site visits.
- 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 in school are.
- Completing accident reports on **I Am Compliant** for all incidents they attend to where a first aider is not called.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs
- **Investigating all accidents where applicable**

## **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 first aider or a member of SLT will contact parents immediately.
- The first aider and/or member of SLT will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- When a child has had a minor injury and is fine to continue in school once assessed by a first aider, parents/carers will be notified **via a Class Dojo message** stating, **'Your child had a minor injury in school today. They were checked by a First Aider and were fine to continue in school.'** Where a child has received a head bump a call will be made home to inform parents and general head bump advice given.

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have **access to** the following:

- A **mobile phone**
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details **(if on a residential trip, otherwise staff will contact the school office for this).**
- Completed and reviewed Risk assessment

Risk assessments will be completed by the member of staff leading the school visit 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 may 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. Medicine will be stored in a locked cupboard or room. **[See Administration of Medicines and Medical Care Policy]**

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

### **6.1 First aid and accident recording**

- Any minor accidents resulting in grazes or scrapes will be recorded in the Blue book by the first aider on the same day or as soon as possible after an incident resulting in an injury.
- Any Accident resulting in a head injury, must always be added to I am Compliant 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 and witness statements taken especially for a more serious accident that requires inputting to, I am Compliant.
- MDAs will ask class teacher / TA of any injured children to sign their blue book before handing it to the school office. This will enable the teaching staff to discuss the incidents when asked by parents.

- Parents will be notified by a message on our Class Dojo portal from the school office of any minor injuries. Parents will be notified by a phone call of any serious incidents or accidents that result in a head bump and general head bump advice will be given.
- Serious injuries will be recorded on **I am Compliant** by the First Aider and monitored by the Health and Safety team.
- Records relating to accident/ injury at work need to be kept for 12 years from the date of the incident (if serious, keep it longer but there is no recommendation on for how long)
- Accident reporting for adults should be kept for 6 years from date of the incident.
- Accident reporting for children should be kept until the child turns 25.
- COSHH records should be kept for 40 years.

## 6.2 Reporting to the HSE

The Headteacher/School Business Manager/**TCAT Director of Operations** 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 Headteacher/School Business Manager 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>

### **6.3 Notifying parents**

The school office will inform parents via a **Class Dojo** message 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. Where a child has suffered a head injury the parents will be notified by a phone call.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher/School Business Manager 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/School Business Manager/Deputy Designated Safeguarding Lead will also notify local child protection agencies (MASH Team) 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.

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 year by the Health and Safety team including the Health and Safety Link Governor.

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 & Safety Policy
- Safeguarding Policy and Procedures
- Asthma Policy
- Equality Policy
- Inclusion Policy
- Accessibility Policy