

# First aid policy

## Dame Catherine Harpur's School and Nursery



Headteacher signature	L Harvey
School Governance Signature (Chair of Management Team)	A Harmer / S Gosling
Date of latest review	February 2022
Regularity of review	Every 2 years

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

## 3. Roles and responsibilities

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

The school's appointed [people are Lorna Harvey \(headteacher\) supported by Bria Adlington \(TA\)](#)  
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 school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing board**

The governing board (SMT) 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 first aid trained staff members 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
- With the support of the wider SMT ensuring appropriate risk assessments are completed and 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
- Informing the appointed persons 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, they will advise the headteacher of this and 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, Jane Dawn, Lorna Harvey or Bria Adlington will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical 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
- A copy of any relevant risk assessments

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises. These will be authorized by the headteacher.

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 cloakroom

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

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

- An accident form will be completed by the first aider 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 details on this form will be shared with parents who will either retain a copy and sign one for the school records, or they will be e-mailed an electronic copy and the school will retain the paper copy
- 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.

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## 6.2 Reporting a serious accident or injury

The headteacher will ensure that the school keeps 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 will ensure that these are reported to the relevant authority as soon as is reasonably practicable and in any event within 14 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 scalding 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

An incident is RIDDOR reportable if an accident or injury related to the workplace results in the individual being taken to hospital for treatment. When assessing the cause of an incident the school considers: Was there a failure in the way an activity was organised? Were substances or equipment used incorrectly? Was the incident caused by poorly maintained school premises? These considerations need to be taken into account if a student or visitor has died or been taken to the hospital for medical treatment. Reporting to RIDDOR will be applicable, for example is if a student is

injured because the environment or equipment caused the incident, such as a slippery floor or faulty sports apparatus, or if an injury is the result of the poor supervision or organisation of an activity.

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 class teacher / member of first aid who dealt with the injury 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. Parents will be asked to sign the first aid report form (if hard copy given) or they will be e-mailed an electronic copy.

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

The headteacher will also notify the relevant Local Authority Children's Health and Safety Team / Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

Where advice specifies that an accident needs to be reported to Ofsted, this will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **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 by the headteacher every year.

At every review, the policy will be approved by the headteacher and a governor (SMT member) with responsibility for monitoring health and safety or the Chair of Governors (SMT.)

## **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 appointed person(s) for first aid and trained first aiders

**The school's appointed people** to take charge of first aid arrangements are :

Lorna Harvey (headteacher)

Bria Adlington

**The school's trained first aiders are:**

Staff member's name	Role	Level of training	Days in school
Jane Dawn	Office Manager/ lunchtime cover	paediatric first aid	Mon, Tues, Wed, Thurs
Fay Younger	Nursery Lead	paediatric first aid	Mon-Fri
Bria Adlington	Teaching Assistant	paediatric first aid	Mon, Tues, Thurs Fri pm
Lorna Harvey	Headteacher	paediatric first aid	Mon-Fri
Chris Wright	HLTA	paediatric first aid	Monday - Thurs
Joshua Price	Apprentice TA	paediatric first aid	Mon- Fri
Maddie Price	teacher	paediatric first aid	Wed (pm), Thurs, Fri
Elly Hawtree	teacher	paediatric first aid	Mon, Tues, Wed am

## Appendix 2: accident report form

### Dame Catherine Harpur's School      Accident/Incident Report Form

Injured Person's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Location of Accident: \_\_\_\_\_

Name of Witnesses: \_\_\_\_\_ Name of First Aider: \_\_\_\_\_

Injured person's statement of how the accident/incident occurred:

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Details of Injury and Treatment:

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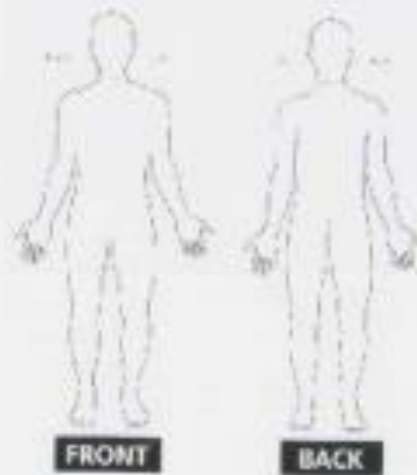
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Additional Action/s Taken (if any, eg monitoring, parents/carer contacted or ambulance called)

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#### Head Injury Advice for Parents

- 1. Observe your child closely for the next 2-3 days to look for any symptoms you normally will not notice their arms and legs.
- 2. Give your child additional liquid just started on this day if they are in pain. Always follow the usual instructions for the child's dose.
- 3. If the area is swollen or painful, applying cold for 15 mins 3 or 4 times every 2-4 hours.
- 4. Avoid your child's drinking enough fluid - water is best, and take warm drinks can also be soothing.
- 5. Sleep for now they are in a comfortable position, but not reclined.
- 6. Give them plenty of rest and make sure they undertake strenuous activity for the next 2-3 days.
- 7. Avoid driving motor cars for 2-3 weeks.

#### Things Parents are expected:

- 1. Mind reactions, especially when watching TV or computer games.
- 2. Being off their feet.
- 3. The baby or child getting to sleep.
- 4. Irritability or bad temper.
- 5. Concentration problems.

If things do not get better in one week, phone NHS 111 or contact your GP.

#### Communication with Parent/Carer

verbal communication with parent/carer at the end of the day (this should happen wherever possible)

**AND**

accident form emailed to parent/carer from: lorna.harvey@  eyfs.teacher@  office@

**OR**

accident form given to parent at the end of the day, signed and photocopy retained by school.

### Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
paediatric first aid	Bria Adlington	September 2021	September 2024
paediatric first aid	Fay Younger	20/01/23	January 2026
paediatric first aid	Jane Dawn	20/01/23	January 2026
paediatric first aid	Lorna Harvey	20/01/23	January 2026
paediatric first aid	Chris Wright	20/01/23	January 2026
Paediatric first aid	Maddie Price	September 2021	September 2024
Paediatric first aid	Elly Hawtree	September 2021	September 2024
Paediatric first aid	Josh Price	September 2021	September 2024