

# Laburnum Primary School

## First Aid Policy



**Updated by:**

Head Teacher

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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](#), [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 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 Appointed person(s) and first aiders

The school's appointed person is the Office Manager, in their absence, the remaining office staff take on this role. They are responsible for:

- 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:

- Taking charge when someone is injured or becomes ill
- 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 Edaware: <https://uk.edaware.cloud/>) on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The names of our school's appointed person, first aider at work, basic first aiders and paediatric first aiders will also be displayed prominently around the school.

### 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 head teacher and staff members.

### 3.4 The head teacher

The head teacher is 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
- 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, paediatric first aiders and first aid at work trained staff are in school
- Completing accident reports (on Edaware: <https://uk.edaware.cloud/>) for all incidents they attend as a first aider or where a more senior first aider is not called
- Informing the head teacher of any specific health conditions, 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 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, a senior leader such as the office manager, Deputy Head Teacher or Head Teacher 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

***During coronavirus:*** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### 4.2 Off-site procedures

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

- Access to a mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Contact details for a named school contact who has access to all parents' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises and approved by both the Educational Visits Coordinator and Head Teacher.

Visits for EYFS pupils: 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.

Visits for KS1 and KS2: There will always be at least 1 first aider on school trips and visits. Where possible, there will also be at least 1 first aider with a current paediatric first aid (PFA) certificate present.

***During coronavirus:*** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 5. First aid equipment

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

- Guidance leaflet
- Medium sterile dressing
- Triangular bandage
- Sterile eye pad dressing
- Sterile plasters
- Sterile saline cleansing wipes
- Disposable gloves
- Cold compresses are available in the PPA room and Dining Hall and taken out at break/lunchtimes with first aid kits
- No medication is kept in first aid kits. Storage of medication is covered in our Medicines and Medical Conditions Policy
- Resuscitation face shield
- Emergency foil blanket
- Sterile saline eye wash 500ml
- Burn dressing 100 x 100mm
- Tough cut scissors
- Micropore tape

First aid kits are stored in:

- The School Office; The Dining Hall; Each Classroom: two kits are kept in each classroom and both are mobile kits which are taken out at break times, lunchtimes and on any off-site visits.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

Administration of First Aid will be recorded on Edaware (electronic reporting and recording system) by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

An accident report 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. The accident and near miss book is a file, held securely in a filing cabinet in the school office.

As much detail as possible should be supplied when reporting an accident

Records held in the electronic first aid log and accident book will be retained by the school for the duration of the pupil's attendance and 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

The office manager will keep a record (in the accident and near miss book) 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 office 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 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

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**

Parents will be informed 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 usually be informed by automatic email once an Edaware log is completed. In the event of a head injury or a more significant, parents will be informed by phone call.

## **7. Training**

All school staff undertake basic first aid training on an annual basis. Staff are encouraged to renew their first aid training when it is no longer valid.

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. This record is held on Edaware.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate and additional staff will receive paediatric first aid training which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. Links with other policies**

This first aid policy is linked to the

- Health and Safety Policy
- Medicines and Medical Conditions Policy