



## First Aid Policy

Paulton Infant School



<b>Review Due:</b>	<b>September 2022</b>
<b>Next Review</b>	<b>September 2024</b>
<b>Applicable to:</b>	<b>Paulton Infant School</b>
<b>Reviewed By:</b>	<b>Emily Omell</b>
<b>Approved By:</b>	<b>LGB</b>

Chief Executive Officer: Mrs Emily Massey

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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

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

## 3. Roles and responsibilities

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

The school's appointed person(s) (see First Aid Trained List appendix A). 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 Medical Tracker the same day, or as soon as is reasonably practicable, after an incident

- Keeping children's contact details up to date

Our school's appointed person(s) 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 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 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)

- Ensuring that new staff are trained on Medical Tracker.

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- Only first aid trained staff administer first aid

- Ensuring they know who the first aiders in school are.

- First aid trained staff must record all accidents on Medical Tracker and ensure notifications are sent to parents/carers

- 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 (first aiders are identified by wearing a first aid lanyard) 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, The Headteacher/DHT/member of SLT must be informed 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, the The School Office 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 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 high numbers of coronavirus (5 cases in one class or 10% of pupils):** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During high numbers of coronavirus (5 cases in one class or 10% of pupils):** 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:

A mobile phone

A portable first aid kit

Information about the specific medical needs of pupils

A School contact who will have access to Parents' contact details

Risk assessments will be completed by the Class Teacher prior to any educational visit that necessitates taking pupils off school premises.

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.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

There will always be at least 1 first aider on school trips and visits.

**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:

- 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 cupboards outside Hazel and Hawthorn Classes

- Every classroom has its own First Aid Bag

- Play Team staff have First Aid kits within their rucksacks

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

An accident will be completed on Medical Tracker 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

Records on Medical Tracker will be retained by the school for a minimum of 3 years for adults or up to the 21<sup>st</sup> birthday of an injured child, 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 Headteacher 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) via the BANES H&S One Stop shop.

The Headteacher 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**

The Class Teacher or school office will inform parents via Medical Tracker 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 Headteacher 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 Designated Safeguarding Lead will also notify BANES Children's Social Care 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. First aiders are easily identifiable by wearing a green first aid lanyard. 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 two years.

At every review, the policy will be approved by the Local Governor Board (LGB)

## **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 persons for first aid and trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Emily Omell	Headteacher	
Martin Cozens	Paediatric First Aider	KS1
Sandra Dando	Paediatric First Aider	EYFS
Louise Sadler	ITC Level 3 Outdoor FA & Paediatric First Aid	Forest School
Dee Bryant	One day Emergency First Aid Certificate	EYFS
Chloe Butcher	One day Emergency First Aid Certificate	KS1
Jo Bengay	Paediatric First Aider	Office
Emma Clarke	Paediatric First Aider	KS1
Julie Clarke	One day Emergency First Aid Certificate	Play Team
Debbie Jordan	Paediatric First Aider	HLTA
Dani Light	One day Emergency First Aid Certificate	EYFS
Ruth Perry	One day Emergency First Aid Certificate	SENCo
Tonya Price	One day Emergency First Aid Certificate	EYFS Play Team
Karyn Robertson	One day Emergency First Aid Certificate	KS1
Kate Upham	Paediatric First Aider	EYFS
Aimee Willcox	Paediatric First Aider	KS1/ Playteam
Jenna Kenning	Paediatric First Aider	KS1

# Staff Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	



## Appendix 3: first aid training log

### First Aid Certificates

September 22

		One Day Emergency First Aid Cert	Renewal Date	Due for Renewal	
Vicky	Barnes	03/01/2017	03/01/2020	√	One Day Emergency FA Cert
Ashleigh	Baxter			√	
Jo	Bengey	28/01/2022	27/01/2025		Paediatric first aid
Katie	Blacker	05/06/2019	05/06/2022	√	Paediatric first aid
Dee	Bryant	04/01/2021	04/01/2024		One Day Emergency FA Cert
Megan	Burfield			√	
Chloe	Butcher	04/01/2021	04/01/2024		One Day Emergency FA Cert
Lucia	Chis			√	
Emma	Clarke	06/05/2022	06/05/2025		Paediatric first aid
Julie	Clarke	04/01/2021	04/01/2024		One Day Emergency FA Cert
Marie	Clarke			√	
Martin	Cozens	06/05/2022	06/05/2025		Paediatric Certificate
Sandra	Dando	28/01/2022	27/01/2025		Paediatric Certificate
Hayley	Darling	03/01/2017	03/01/2020	√	One Day Emergency FA Cert
Jo	Doble	10/01/2019	10/01/2022	√	Paediatric Certificate
Emma	Dowling	17/01/2019	17/01/2022	√	One Day Emergency FA Cert
Victoria	Eden			√	
Jo	Gearing	17/01/2019	17/01/2022	√	One Day Emergency FA Cert
Sally	Goulding	17/01/2019	17/01/2022	√	One Day Emergency FA Cert

Louise	Hitchens	03/01/2017	03/01/2020	√	One Day Emergency FA Cert
Katie	Ireland			√	
Ella	Jones			√	
Debbie	Jordan	06/05/2022	06/05/2025		Paediatric Certificate
Sarah	Johnson	04/01/2021	04/01/2024		One Day Emergency FA Cert
Laura	Kendrew			√	
Jenna	Kenning	28/01/2022	27/01/2025		
Sarah	Larmour-Shearn			√	
Dani	Light	04/01/2021	04/01/2024		One Day Emergency FA Cert
Amy	Matthews	17/01/2019	17/01/2022	√	One Day Emergency FA Cert
Louise	Murray			√	
Kim	Niemand	10/01/2019	10/01/2022	√	
Emily	Omell			√	
Sam	Parsons			√	
Ruth	Perry	04/01/2021	04/01/2024		One Day Emergency FA Cert
Tonya	Price	04/01/2021	04/01/2024		One Day Emergency FA Cert
Karyn	Robertson	04/01/2021	04/01/2024		One Day Emergency FA Cert
Louise	Sadler	19/10/2019	19/10/2022	√	ITC Level3 Outdoor FA & Paediatric FA
Kerrie	Saunders	03/01/2017	03/01/2020	√	One Day Emergency FA Cert
Hannah	Seymour			√	
Kate	Upham	28/01/2022	27/01/2025		Paediatric first aid
Aimee	Willcox	06/05/2022	06/05/2025		Paediatric first aid