

# First Aid Policy

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Rownhams St John's CE primary School

Reviewed: April 2021

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## 1. Policy Statement

Rownhams St John's Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Rownhams St John's Primary School is held by the headteacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## 2. 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

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the **First Aid Needs Assessment** will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services **First Aid Needs Assessment Form (CSAF-002)** will be used to produce the First Aid Needs Assessment for our site

## 3. 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [Hampshire County Council Healthy and Safety documentation](#), including relevant guidance on completing this policy and the First Aid Needs Assessment (login required).

## 4. Roles and responsibilities

### 4.1 Appointed persons and first aiders

The school's appointed persons are **Fiona Hoggarth** and **Sheryl Wilkins** and are listed in appendix 1. 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 first aiders are listed in appendix 1.

### 4.2 The local authority and governing board

Hampshire 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.

### 4.3 The headteacher

The headteacher is responsible for the implementation of this policy, as identified by completion of the First Aid Needs Assessment, including:

- Ensuring that an appropriate number of appointed persons, qualified first aiders and paediatric trained staff 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)

## 4.4 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 (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 5. First aid procedures

### 5.1 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
- Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration or emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.
- The first aider/appointed person is to always call an ambulance on the following occasions:
  - In the event of a serious injury
  - In the event of any significant head injury
  - In the event of a period of unconsciousness
  - Whenever there is the possibility of a fracture or where this is suspected
  - Whenever the first aider is unsure of the severity of the injuries
  - Whenever the first aider is unsure of the correct treatment
  - When any child with severe allergy comes into contact with/shows signs of anaphylactic shock.
- 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 member of the office team will contact parents immediately
- The first aider or other relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable 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.

## 5.2 Off-site procedures

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

- A mobile phone (school mobile phone, if available)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the relevant phase leader 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.

## 6. 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 medical room
- Reception (at the desk)
- Playground (taken from the medical room for break and lunchtimes)

## 7. Record-keeping and reporting

### 7.1 First aid and accident record book

- All accidents requiring first aid treatment are to be recorded with (at least) the following information, on the same day or as soon as possible:
  - Name of injured person
  - Name of the qualified first aider/appointed person

- Date of the accident
  - Type of accident (eg. bump on head etc)
  - Treatment provided and action taken
- 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

## 6.2 Reporting to the Hampshire Local Authority

The admin officer will report any accident and first aid records to the Hampshire Local Authority using the relevant online forms as soon as is reasonably practicable and in any event within 10 days of the incident.

## 6.3 Reporting to the HSE

The admin officer 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 admin officer 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>

## 6.4 Notifying parents

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident, on the same day, if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- a 'bumped head' has occurred – (phone call home and bumped note sent home).

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## 6.5 Reporting to Ofsted and child protection agencies

The headteacher, deputy or assistant 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.

A member of the safeguarding team will also notify the relevant local child protection agency 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 2).

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 annually. At every review, the policy will be approved by the Resources Committee.



## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment procedure ([HCC](#)) (login required)
- Policy on supporting pupils with medical conditions

## APPENDIX 1 - List of trained first aiders and appointed persons

### Appointed persons

STAFF MEMBER'S NAME	ROLE
Fiona Hoggarth	Admin Officer
Sheryl Wilkins	Admin Assistant

### Paediatric First Aiders

STAFF MEMBER'S NAME	ROLE	Date of certificate	
Fiona Hoggarth	Admin Officer		
Lisa Cobb	Learning Support Assistant	28 Feb 2020	27 Feb 2023

### Trained First Aiders (one-day Emergency First Aid)

STAFF MEMBER'S NAME	ROLE	Date of certificate	Valid until...
Fiona Hoggarth	Admin Officer	30 Oct 2019	29 Oct 2022
Charlie Abbott	Site Manager	16 Nov 2020	15 Nov 2023
Sheryl Wilkins	Admin Assistant	9 May 2018	8 May 2021
Christine Mason	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Helen Poulter	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Gurcharan Shahi	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Jo Moroney	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Kelly Herridge	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Kelly Noel	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Sally Stride	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Lesley Nay-Hurst	Midday Assistant	7 Jan 2019	6 Jan 2022
Sue Valois	Learning Support Assistant	7 Jan 2019	6 Jan 2022
Sharon Garrathy	Midday Assistant	7 Jan 2019	6 Jan 2022