

First Aid Policy

STARCROSS PRIMARY SCHOOL & PRESCHOOL



Approved by:	Governors	Date: 21 st September 2022
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Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures	4
5. First aid equipment.....	4
6. Record-keeping and reporting	5
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 2: First Aid Home Communication List.....	8

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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](#) 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 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 persons are: Judith Watson, Alex Cross, Tamsin Vanderford, Jessica Houghton, Jackie Ellicott, Tish Broome and Sarah Williams. 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 using CPOMS, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Our school aims to ensure that as many staff as possible are First Aid trained and they are listed in appendix 1. Their names will also be displayed in the staffroom and within first aid boxes.

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.

3.3 The head teacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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).

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 for all incidents they attend.
- 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, 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.
- The first aider will administer first aid as required using the equipment provided in school. First aid boxes are available in all classrooms, the central area and on the playground during breaktimes.
- If first aid has been administered the first aider will give the child a green wrist band (not including head bumps). If a head bump has occurred the first aider will give the child a red wristband. Names of children given first aid must be added to the home communication sheet.
- 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 Senior Leadership Team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report using CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury. See 6.1 and 6.3 for information on recording and informing parent/carers.

4.2 Off-site procedures

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

- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- An ipad or other device to record incidents.
- Paper incident record sheets as a backup if unable to record on CPOMS. Sheets should be scanned and uploaded to CPOMS on return to school.

Risk assessments will be completed by the Lead Teacher for the activity prior to any educational visit that necessitates taking pupils off school premises and recorded on EVOLVE.

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.

Where an accident occurs involving injury, the in-school procedures will be followed. The lead teacher can call school to request home communications.

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:

- Every Classroom
- Staff Room
- The School Hall
- The School Kitchen
- The Central Area
- The Preschool Building
- Mobile First Aid boxes are available in each class and within the Work Area for when the children are outside

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident record will be completed using CPOMS, by the first aider/relevant member of staff 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 where the incident took place, the nature and location of the injury (the body map function can be used) and details of any first aid given. The CPOMS log should be:
 - Linked to the child's name
 - Include brief information about the incident
 - Tagged as 'First Aid Incident'
 - Linked to the class teacher
- If first aid has been administered the first aider will give the child a wristband to help inform other staff and parents.
- The first aider will list any children given first aid during breaktime or lunch using the First Aid Home Communication sheet (Appendix B)
- Records held on CPOMS 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 HSE

The Head Teacher 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 Head Teacher 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:

7. Death
8. Specified injuries, which are:
 - 8.1 Fractures, other than to fingers, thumbs and toes
 - 8.2 Amputations
 - 8.3 Any injury likely to lead to permanent loss of sight or reduction in sight
 - 8.4 Any crush injury to the head or torso causing damage to the brain or internal organs
 - 8.5 Serious burns (including scalding)
 - 8.6 Any scalping requiring hospital treatment
 - 8.7 Any loss of consciousness caused by head injury or asphyxia
 - 8.8 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
9. 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)
10. Where an accident leads to someone being taken to hospital
11. 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:
 - 11.1 The collapse or failure of load-bearing parts of lifts and lifting equipment
 - 11.2 The accidental release of a biological agent likely to cause severe human illness
 - 11.3 The accidental release or escape of any substance that may cause a serious injury or damage to health
 - 11.4 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

- If first aid has been administered the first aider will give the child a wristband to help inform other staff and parents.
- The First Aid Home Communication sheet will be delivered to the office after each breaktime and the admin team will use the Head Bump and First Aid templates on Teachers2parents to send a text message to the parent contact for each child. Where an incident occurs outside of breaktimes, a member of staff must report to the office so that the text can be send home.
- Where an incident is deemed more serious, the first aider, a class teacher or a member of the admin team will call home to inform parent/ carer. The parent/carers may be asked to come into school to collect the child or to check them over in order to remain in school.

6.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify MASH / Local Authority and any other agencies required of any serious accident or injury to, or the death of, a pupil while in the school's care.

1. 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 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member from the Preschool 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.

2. Monitoring arrangements

This policy will be reviewed by Head Teacher every 3 years.

At every review, the policy will be approved by the Full Governing Board

3. Links with other policies

This first aid policy is linked to the

4. Health and safety policy
5. Risk assessment policy
6. Policy on supporting pupils with medical conditions

Appendix 2:

First Aid home communications list - Starcross Primary and Pre-School.

Date: _____

Please record all first aid incidents on CPOMS tagging the class teacher in, give children wristbands as required and list children's names here for parental communication. This list should be delivered to the office after each breaktime so that the admin team can text home.

Please do not wipe off the list, the admin team will do this once all families have been contacted after Lunch.

For any first aid which is more serious please contact home immediately if required, or speak to the class teacher who may ask for a phone call home to be made.

Breaktime

Head Bumps – Red wristband

Names of children who have bumped their heads and received first aid for this. Please include surname or initial.

First Aid – Green wristband

Names of children who have received minor first aid (not including head bumps).

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Lunchtime

Head Bumps – Red wristband

Names of children who have bumped their heads and received first aid for this. Please include surname or initial.

First Aid – Green wristband

Names of children who have received minor first aid (not including head bumps).

