

WOODS LOKE PRIMARY SCHOOL



Learn, Aspire, Achieve

First Aid Policy



First Aid Policy

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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings

Beyond this, in all settings, employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The number of trained first aiders you'll need will depend on your assessment of first aid needs that will need to take into account

- Woods Loke Primary School is fully compliant with EYFS paediatric first aid regulations of holding sufficient up to date trained staff on site
- Woods Loke Primary School is fully compliant with staff who hold in date First Aid at Work certificates on site

3.1 Appointed person(s) and first aiders

The school has trained paediatric first aiders and staff who are trained in Emergency First Aid at Work Certificates. This is overseen by Janice Paisley and Ali Norman who are responsible for:

- Taking charge when someone is injured or becomes ill (AN)
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (JP)
- Making sure that an ambulance or other professional medical help is summoned when appropriate (AN)

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 (AN)
- Sending pupils home to recover, where necessary (JP and AN)
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (Staff who was present, AN JP)
- Keeping their contact details up to date (AN JP)

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 headteacher

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place

- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure 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 is not called
- 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 relevant member of staff will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the relevant member of staff will contact parents/carers immediately
- The first aider 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.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - individually wrapped sterile adhesive dressings
 - large sterile unmedicated dressing
 - triangular bandages – individually wrapped and preferably sterile
 - safety pins
 - Individually wrapped moist cleansing wipes
 - pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- antiseptic wipes, foil packed
- conforming disposable bandage (not less than 7.5cm wide)
- triangular bandages
- packet of assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- sterile eye pads, with attachments
- assorted safety pins
- pair of rustproof blunt-ended scissors

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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 (EYFS).

5. First aid equipment

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

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)

- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

The medical room

- All phase open areas.
- Phase cupboards.
- All science labs
- The school kitchens
- School vehicles

See section 4.2 for first aid equipment off the school site.

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 will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the first aider.
- 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 HSE

The Headteacher will keep a record of any accident that 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 report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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/carers (early years only)

The teacher will inform parents/carers 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/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The phase leader/ headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 headteacher/ phase leader will also notify of any serious accident or injury to the local authority, of any serious injury 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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the school governors and reviewed every year.

At every review, the policy will be approved by the headteacher and Governing board.

The first aid provision will be reviewed by Ali Norman and Janice Paisley at least annually.

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

A full list of persons trained in paediatric first aid and emergency first aid at work is found on our training document.

This policy was adopted by Governors on(date)

Signed:

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Headteacher

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Chair of Governors

Next Review date: October 2027

INCIDENT REPORT FORM

Please fill in all areas



Section 1: The person reporting the incident (may or may not be the injured person)

Today's Date:		Reporting School :	
Title:		Full Name:	
Job Title:		Work Contact Details (address, phone & email):	

Section 2: Incident Details:

Date of Incident:		Time of Incident (24hour clock):		Address and location of the incident:	
Description of the incident: (please continue on separate sheet if required)					
What happened? (please mark all relevant- If no injury - physical or emotional- please still fill in section 3 with regards to person affected by near miss or equipment failure, for instance).	Involuntary harm from pupil with challenging behaviour/special educational needs	Failure of medical device/medication error	Injury from sharp/pointed implement (e.g. needle/knife/tool etc.)	Striking against/trapped by something stationary	
	Aggression/threat/fear of attack or harm	Exposure to hazardous substance	Impact by moving object/vehicle/person	Premises issue	
	Assault/abuse (physical)	Fall/slip/trip	Moving and handling inanimate object	Road traffic incident	
	Assault/abuse (verbal)	Failure of equipment	Moving and handling person	Security/theft	
	Contact with heat/fire	Electrocution/shock	Pre-existing illness/taken ill/collapse	Sports/activity injury	
	Contact/threat from animal	Hit by falling object	Near miss	Other (please state):	

Section 3: About the affected person

If multiple people affected has another incident report form been completed?	Yes/No/not applicable	If yes, please state initials of other party/parties	
Title:		Full Name:	
Category of person (please mark one):	Employee/pupil/contractor/member of the public/volunteer/other		
Date of birth and age:		Job title:	
Gender:	Was the person working alone?	Contact details (address, phone & email):	
If employee: Line manager's name and contact details:		Type of school:	• Primary • Secondary

How was the person affected? (Please mark all that apply)	Chipped/broken tooth/teeth	Illness (including seizure/stroke/cardiac arrest.)	Poison by consumption/ingestion	Puncture wound/sharps/needle stick injury
	Affected vision	Crush	Infection	Stress arising from work practices
	Bite (human or animal)	Death	Inappropriate touching	Skin irritation
	Bump/bruise (s)	Emotional shock	Loss of limb or digit	Strain/sprain
	Burn/scald	Fracture/dislocation	Not applicable (no injury)	Unconsciousness
	Concussion	Graze/cut/scratch	Pain only	Other (please state)
Which part(s) of the body were injured? (mark all that apply): If relevant, please indicate: L = Left R = Right B = Both	Abdomen	Emotion harm	Jaw	Thigh
	Ankle	Eye	Knee	Wrist
	Arm	Face	Mouth	Other (e.g. internal organ) - please state:
	Back	Finger/Thumb/Toe	Neck	
	Buttocks	Foot	Nose	
	Chest	Hand	Pelvis/Hip	Not applicable (i.e. no bodily harm)
	Ear	Head/Scalp	Shin/Calf	
	Elbow	Genitalia	Shoulder/Collarbone	

Section 4: After the incident

What happened to the injured person after the incident:	Remained at school	Went to hospital from the scene of the incident	Sent home	Other (please state);
Was first aid administered? If 'yes' please detail:	Y/N First aider's name/contact:			
If the injured party went to hospital did they receive treatment?	Y/N/Not known Relevant details:			
If employee - are they absent from work as a result?	Y/N			
If 'yes' - please note first date absent and notify your H&S Advisor of their return.	Date absent from:		Date returned to work:	
Was GP/hospital fit note submitted?	Y/N If 'yes', please send fit note with this form			

Section 5: Further information

Were there any witnesses to the incident? If 'yes' please details:	What has been done to prevent further incidents of this nature? (Continue on a separate sheet if needed).
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Thank you for reporting this incident. When incidents are reported we can analyse why they might have occurred and help to prevent them from happening again. We can only do this if your report is clear and factual. Once completed, pass the form to your Health and Safety officer.

ACCIDENT RECORD

[illegible]