



First Aid Policy



CONSIDERATION

ASPIRATION

RESPONSIBILITY

ENJOYMENT

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

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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. At Edleston Primary School, 4 members of staff have current Paediatric first aid qualifications.

At Edleston we also currently have 12 additional staff members trained in Emergency first aid at work.

Appointed person(s) and first aiders

The school's appointed person is Julie Thomasson. 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 the Training section) 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
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school including in the school entrance by the defibrillator and on the First Aid stock cupboard.

The local authority and governing board

Cheshire East Local Authority 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.

The headteacher

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

- Ensuring that an appropriate number of 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)

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.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

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

- 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, the office staff 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

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
- Parents' contact details

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

There will always be at least one first aider with a current first aid certificate on school trips and visits. For EYFS, 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.

First aid equipment

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

- 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 each class room plus the staffroom. Further supplies are stored in the ICT room in the First aid stock cupboard.

Record-keeping and reporting

First aid and accident record book

- An accident form 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 SEE APPENDIX 2
- As much detail as possible should be supplied when reporting an accident, including time and date
- Records held in the first aid and accident file 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.
- Information about injuries will also be kept in the pupil's educational record
- If the accident results in a visit to hospital Mrs Thomasson will record this on PRIME. Mrs Thomasson and Mrs Green are trained to use PRIME.
- 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

School staff: reportable injuries, diseases or dangerous occurrences

These include:

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 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
- 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
- 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

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 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>

Notifying parents

The class teacher and / or office staff will inform parents 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.

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 headteacher will also notify the SCiEs team of any serious accident or injury to, or the death of, a pupil while in the school’s care.

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.

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.

Monitoring arrangements

This policy will be reviewed by the headteacher every year.
At every review, the policy will be approved by the Governing Body.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy
- Medicines policy

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

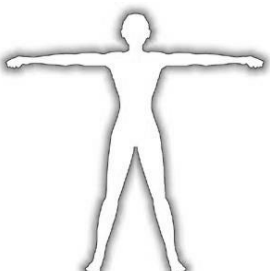
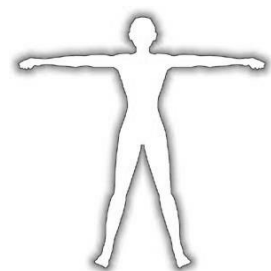
Staff member's name	Role	Date of training	Training next due
Paediatric first aid			
Rachel Tomkinson	Early years 1:1 TA	June 2023	June 2026
Julie Thomasson	Early years TA	April 2023	April 2026
Vicky Knapper	TA	November 2022	November 2025
Elle Cross	TA	June 2022	June 2025
Chloe Hughes	TA	November 2021	November 2024
Emergency first aid at work			
Nicola Thys-Holland	TA	October 2021	October 2024
Linda Tomkinson	Teacher	November 2021	November 2024
Ruth Astles	Teacher	November 2021	November 2024
Amanda Edge	Teacher	November 2021	November 2024
Amanda Simpkin	Teacher	November 2021	November 2024
Kate Ferguson	TA	November 2021	November 2024
Diane Scoffin	TA	November 2021	November 2024
Salima Begum	TA	November 2021	November 2024
Tina Kerr	TA and MDS	November 2021	November 2024
Donna Delaney	MDS	November 2021	November 2024
Wendy Spry	Teacher	10 th & 17 th October 2023	October 2026
Lisa Maddock	1:1 TA	10 th & 17 th October 2023	October 2026
Rachael Summers	TA	10 th & 17 th October 2023	October 2026
Angelique Wain	1:1 TA	10 th & 17 th October 2023	October 2026
Mandy Brookes	MDS	10 th & 17 th October 2023	October 2026
Joanne Bryant	MDS	10 th & 17 th October 2023	October 2026

Helen Prevett	MDS / admin	10 th & 17 th October 2023	October 2026
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Appendix 2: accident report form

Pupils Name:	Year	M	F	
	R Y1 Y2 Y3 Y4 Y5 Y6			
Date:	Time:	Head bump text home	Y	N

How and where did the accident happen? Please record on the back.

<p>Front</p> 	<p>Back</p> 
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Detail of First Aid administered:

Signed

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual members or groups)	Date staff attended	Date for training to be updated (where applicable)
<i>Emergency First Aid at work</i>	Nicola Thys-Holland	Oct 21	Oct 24
<i>Emergency First Aid at work</i>	Linda Tomkinson, Ruth Astles Amanda Edge, Amanda Simpkin Kate Ferguson, Diane Scoffin Salima Begum , Tina Kerr Donna Delaney	Nov 21	Nov 24
<i>Paediatric first aid</i>	Chloe Hughes Vicky Knapper Julie Thomasson Rachel Tomkinson	November 2021 November 2022 April 2023 June 2023	November 2024 November 2025 April 2026 June 2023
Booked training for 2023/24			
<i>Emergency First Aid at work</i>	Holly Fisher Emma Hutson Donna Oliver Wendy Spry Lisa Maddock Rachael Summers	October 2023	October 2026

	Angelique Wain Mandy Brookes Joanne Bryant Helen Prevett		
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