

# GREAT SANKEY PRIMARY SCHOOL



## FIRST AID POLICY

Version	Date	Action
1	May 2019	New policy written and ratified by LGB
2	July 2020	Policy updated to consider COVID RA for Sept 2020
3	September 2021	Policy updated to reflect changes to first aid staff and training
4	September 2022	Policy updated to reflect First Aid staff appendices



'Together We Learn and Grow'

## **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 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
- [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**

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

The school has 7 appointed first aiders [see 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 and pediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 TCAT and Governing Body**

TCAT 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.

### **3.3 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)

### **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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line 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
- 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 first aider or a member of SLT will contact parents immediately
- The first aider and/or member of SLT will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **4.2 Off-site procedures**

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

- Access to a mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils
- Parents' contact details
- Completed and reviewed Risk assessment

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

## **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. Medicine will be stored in the Medical room [**See Medicine in School Policy**]

## **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 should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the School Secretary

- 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 which 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 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 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

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 first aider 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.

### **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 Headteacher will also notify local child protection agencies (MASH Team) 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 (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 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. Links with other policies**

This first aid policy is linked to the

- Health & Safety Policy
- Safeguarding Policy and Procedures
- Asthma Policy
- Equality Policy
- Inclusion Policy
- Accessibility Policy

## **9. Monitoring arrangements**

This policy will be reviewed every year. It will be approved by the Headteacher, Governors and Board of Trustees.

***Any questions or concerns regarding this policy should be made to Lisa Wilding, Headteacher.***

## **APPENDICIES**

**Appendix 1** List of Trained First Aiders


**Appendix 2** First Aid and Fire Warden Log

**Appendix 3** Accident Report Form

**Appendix 4** Bumped Head Form



## Appendix 1: list of trained first aiders

<b>Great Sankey Primary School Health and Safety</b>	
<b>Health and Safety Lead: Mrs Wilding</b>	<b>First Aid Boxes</b> 
	Ground floor
	Hygiene Room
	Nurture Room
	Nursery
	Reception Classes
	Maintenance Office
	Key Stage One - Shared entrance
	First Floor
	DT room
	Staff room
	Library
<b>First Aiders</b>	
<b>Mrs Gibson</b> 	
<b>Miss Leah</b> 	
<b>Mrs Mahony</b> 	
<b>Mrs Pearson</b> 	
<b>Mrs Williams</b> 	
<b>Mrs Wilks</b> 	
<b>Paediatric First Aid</b>	
<b>Mrs McVey</b> 	
	<b>Fire Wardens</b> 
	<b>Mrs Mahony</b> 
	<b>Mrs Pearson</b> 
	<b>Mrs Gibson</b> 
	<b>Mrs Al-Moukhtar</b> 
	<b>Miss Pilkington</b> 

## Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended
<i>Paediatric First Aid</i>	Angela McVey Paula Wilks Janet Mahony	September 2020 September 2020 September 2020
First Aid & Defibrillator	Paula Wilks Janet Mahony Michelle Gibson Julie Pearson Nia Williams	April 2021 April 2021 June 2021 Nov 2018 Nov 2018
First Aid [Epi-pen]	Jayne Wrangles Jane Foy Stephanie Aspinall Karen Gow Helen Walley Sarah Franklin Janet Mahony Paula Wilks Angela McVey Julie Pearson	July 2019 July 2018 July 2019 July 2018 July 2019 July 2019 July 2019 July 2019 July 2018 July 2019

## Appendix 2 Fire Warden Training Log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated</b>
Fire warden	Janet Mahoney	04.07.19	
Fire Warden	Julie Pearson	04.07.19	
Fire warden	Jo Al Moukthar	20.09.19	
Fire Warden	Michelle Gibson	20.09.19	
Fire Warden	Jenny Pilkington	02.2022	

## Appendix 3: Accident Report Form

<b>About the person who had the accident:</b>			
Name:		Class:	NA
<b>Please Circle:</b> Pupil / Staff / Other*			
*If Other, please state address			
<b>About you, the person filling in this record:</b>			
Name		<b>Please Circle:</b> Staff / Other*	
*If Other, please state address			
<b>About the accident:</b>			
<b>When did it happen?</b>	Date		Time
<b>Where did it happen?</b> (State which room or location)			
<b>If the person who had the accident suffered any injury, say what it was</b>			
<b>How was the injury treated and by who?</b>			
<b>Was a letter sent home?</b>	Yes/No/NA	<b>Was the person sent home as a result of the accident?</b>	Yes / No
<b>Did the person visit hospital as a result of the accident?</b>	Yes / No	<b>How did the injured person go to hospital?</b>	Member of staff took her
<b>Please sign the record and date it.</b>			
<b>Signature</b>		<b>Date form completed</b>	

**For the employer only- on completion of HSA1**  
 Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

**How was it reported?**.....

**Date Reported?** ...../...../ 20.....      **Signature** .....

## Accident/Incident Investigation Details

### Immediate Cause:

Description of incident/Accident? State what the person was doing leading up to the accident and include information of localised conditions i.e. if it was outside was it raining, if it was inside were there any unusual circumstance such as moved furniture etc. Include as much detail as possible

### Cause of Accident/Incident:

**Underlying Cause:** i.e. person running, slippery surface, incorrect manual handling techniques, snow, faulty equipment etc.

**Root Cause:** i.e. lack of training, equipment maintenance overdue, cleaning materials not available etc.

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### Corrective Action needed to prevent reoccurrence:

Type of action:

- 

Date Completed

Risk assessment reference no. .... Has the Risk Assessment been amended? Yes / No

**Name of Investigator :**

**Signature:**

**Date:**

## Appendix 3: Bumped Head Form

Great Sankey Primary School - Bumped Head Parent Copy		
<b>Name:</b>	<b>Date:</b>	<b>Time:</b>
Dear Parent, Your child has had an accident in school today		
<b>Details:</b>		
<b>Telephone Call Made:</b>		
<b>First Aider/Member of Staff:</b>		

Great Sankey Primary School - Bumped Head School Copy		
<b>Name:</b>	<b>Date:</b>	<b>Time:</b>
Dear Parent, Your child has had an accident in school today		
<b>Details:</b>		
<b>Telephone Call Made:</b>		
<b>First Aider/Member of Staff:</b>		