



*Be the best you can be, every day.*

## First Aid Policy

October 2020

### **Introduction**

**THIS DOCUMENT IS** a statement of the aims, principles and strategies for administering first aid at North Downs Primary School.

**IT WAS DEVELOPED** through a process of consultation with teaching and non-teaching staff and the governing body.

**IT HAS BEEN TAKEN FOR APPROVAL** to the Governors in Autumn 2020.

**THIS POLICY WILL BE REVIEWED** in Autumn 2022.

### 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**

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

The school's office administrators and Teaching Assistants are the appointed people. 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 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 appointed person(s) and/or first aiders are listed in appendix 4

### **The local authority and governing board**

- *Surrey 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.

### **The headteacher**

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 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

## **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/appointed person is not called
- 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 school's office administrators 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

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

There will always be one first aider on school trips and visits and on any Reception school trips and visits there will be a first aider who has a current paediatric first aid certificate, 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:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile cleansing wipes (not antiseptic wipes)
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

Equivalent or additional items are acceptable. No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room (Brockham) or office (Leigh and Betchworth)
- The school hall (Brockham)
- Swimming pool
- Classrooms
- The school kitchens

## **Record-keeping and reporting**

### **First aid and accident record book**

- An accident form will be completed 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 all of the information included in the accident form at appendix 2
- The accident report form will be filed and kept by the school office administrators

- 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

## Reporting to the HSE

The school's office administrators 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 school's office administrators 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>

## **Notifying parents**

The Class Teacher/Teaching Assistant 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 Area Support Office 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid. Newly appointed staff are trained as soon as is possible.

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.

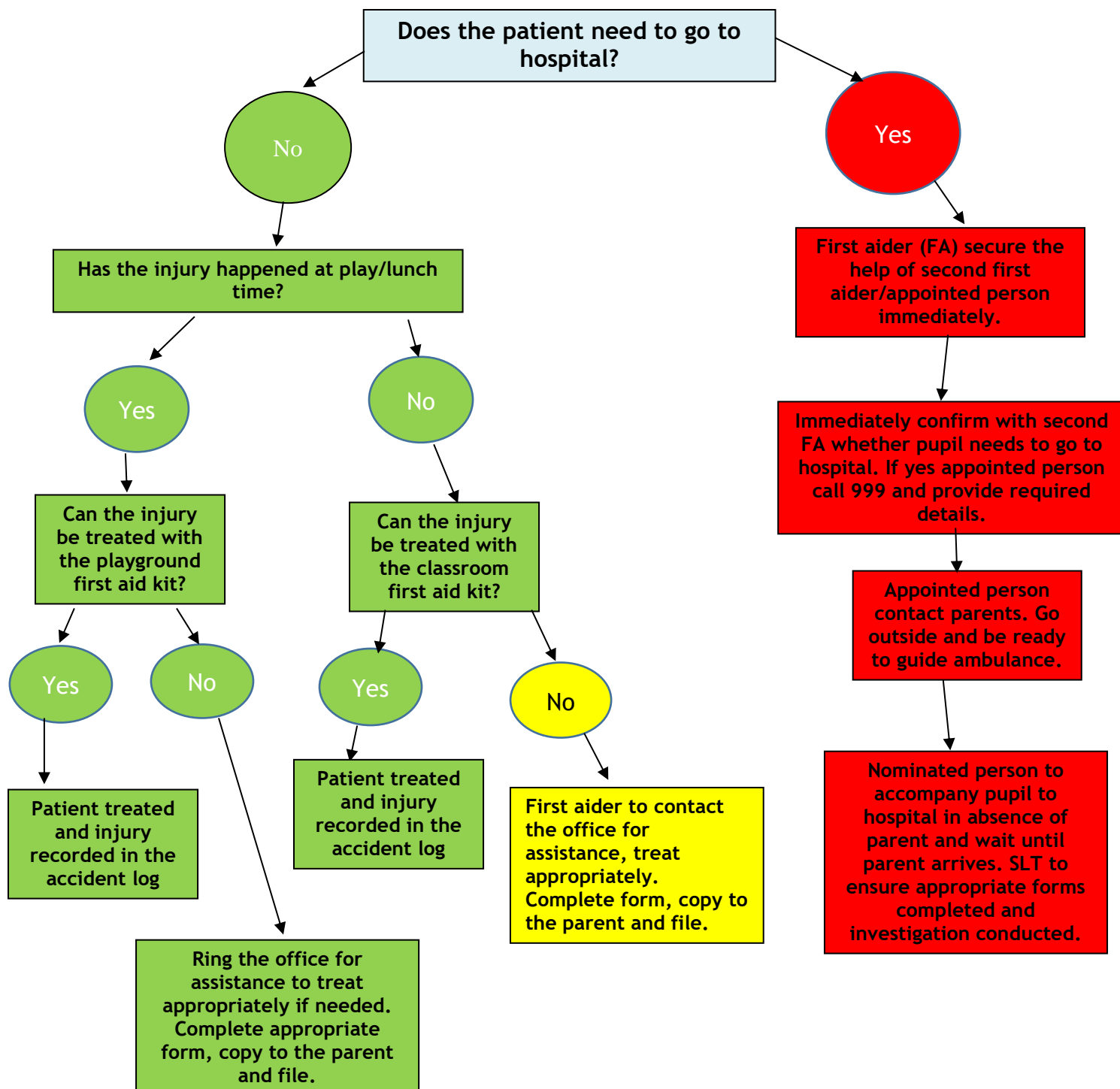
## **Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Medicines policy
- Child protection and safeguarding policy

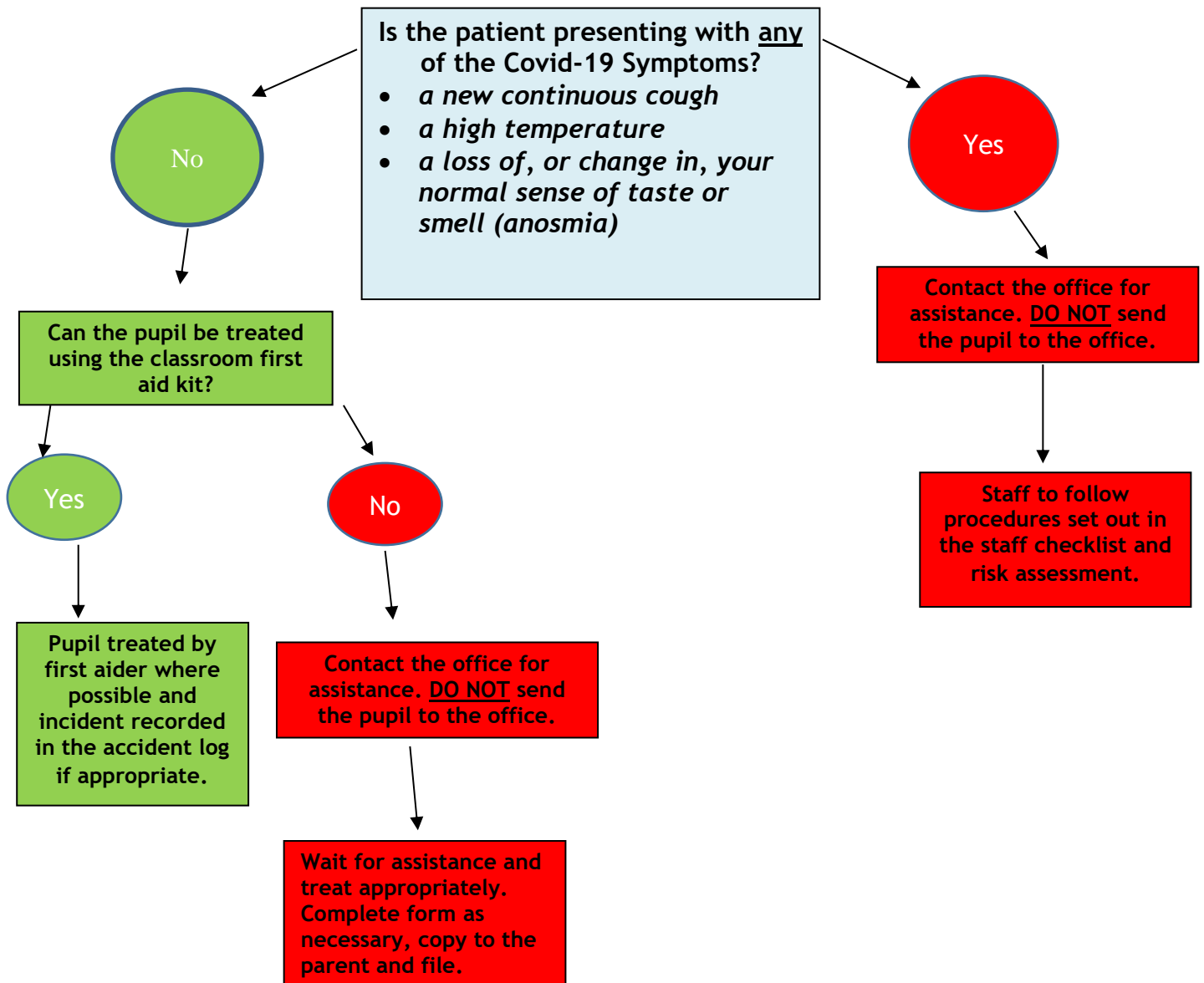
**Emergency Flow Chart for First Aiders**

Assess the situation



## Flow Chart for First Aid in class

### Assess the situation



- Children should not be bringing in medicine to school (apart from inhalers), as staff cannot administer it. If they have antibiotics to take, the parent will need to come in to administer it.
- If you are unable to contact the office and need to check a temperature there is an extra thermometer in the medical room, which you or your TA can come and collect.



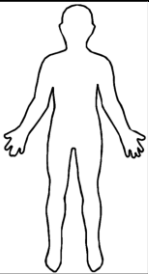
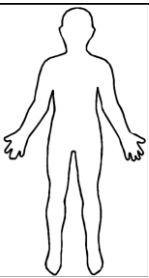
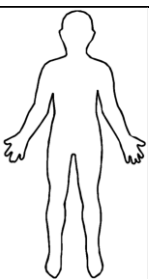
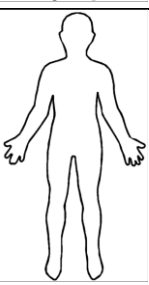
## Appendix 2

### Accident or Incident Report form

Brockham Site

Term

Sheet No.

Date	Child's name and Class	Time of incident	First Aider's initials	Injury to	How injuries occurred and were treated	Where/how the incident took place:	Head bump letter given	Office informed to phone Parent/carer
					<input type="checkbox"/> Plaster pack <input type="checkbox"/> Ice pack	<input type="checkbox"/> Playground (playground infant/LJ/UJ/Field) <input type="checkbox"/> Hall (PE / Lunch/ Moles/ Breakfast Club) <input type="checkbox"/> Adventure Playground <input type="checkbox"/> Slip / Trip / Fall <input type="checkbox"/> Bumped into something / someone <input type="checkbox"/> Hit by flying object / limb / fighting <input type="checkbox"/> Other (details ..... ) LOCATION.....		
					<input type="checkbox"/> Plaster pack <input type="checkbox"/> Ice pack	<input type="checkbox"/> Playground (playground infant/LJ/UJ/Field) <input type="checkbox"/> Hall (PE / Lunch/ Moles/ Breakfast Club) <input type="checkbox"/> Adventure Playground <input type="checkbox"/> Slip / Trip / Fall <input type="checkbox"/> Bumped into something / someone <input type="checkbox"/> Hit by flying object / limb / fighting <input type="checkbox"/> Other (details ..... ) LOCATION.....		
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## Appendix 3

Forename	Surname	Ist Aid	Epi Pen Update	CPLO	Child protection & Safeguarding			Safer Recruitment	E Safety Sept 2014	Positive Touch Training	Working base
		Valid for 3 years from			Sep-19	Sep-20	Sep-21				
<i>All staff have Child Protection refresher training annually. This is done on the September inset days.</i>											
<i>Staff who join throughout the year have training on their induction day. Training is given by the Head Teacher.</i>											
<i>Epipen training is reviewed annually or as a pupils requirements change, this is arranged with the school health team.</i>											

List of appointed persons and trained first aiders

Staff member's name	Role
Jackie Appleton	Teaching assistant
Natasha Baker	Teaching Assistant
Paula Barrett	School office administrator
Paula Brockwell	Premises staff
Caroline Cannon	Lunchtime supervisor
Caroline Chapman	Higher Level Teaching assistant
Sian Clark	Teaching assistant
Tracey Clinging	Teaching Assistant
Faye Coles	Higher Level Teaching Assistant
Sarah Conway	School office administrator
Heidi De La Hoyde	Teaching Assistant
Amy Jones	Teaching Assistant
Wendy Golliker	Teaching Assistant
Emma Goodwin	Teaching Assistant
Jo Hitch	Teaching Assistant
Amy Jones	Teaching Assistant
Sue Lambert	School office administrator
Monica Lawrence	School office administrator
Tamera Lucas	Teaching Assistant
Lucy Mann	Teaching Assistant
Cathriona Michelmore	School office administrator
Isabel Morris	Higher Level Teaching Assistant

Kristina Ogston	Teaching Assistant
Rona Ottaway	Class teacher & Forest School Lead
Ema Phelan	Teaching Assistant
Cathy Preston-Heard	Higher Level Teaching Assistant
Diane Prout	Teaching Assistant
Christine Redpath	Teaching Assistant
Jane Shakeshaft	Teaching Assistant
Bethany Taylor	Teaching Assistant
Jackie Tyrrell	School office administrator
Richard Webber	PE lead
Louise Wright	Higher Level Teaching Assistant