

# First Aid Policy

# 2024

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



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▪ **1. 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](#), 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
- [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

▪ **2. Roles and responsibilities**

At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

All support staff in our EYFS hold a valid PFA qualification to be included in the required staff:child ratios. (updated EYFS Framework 2024)

We usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

**Appointed persons and First aiders**

- Out First Aiders will take charge when someone is injured or becomes ill. All out TAs are Paediatric First Aid Trained and all our MDSa hold a first aid at work certificate.
- Our appointed person is Lisa Young, who ensures there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

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- Members of our SLT will ensure 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
- Keeping their contact details up to date

**The local authority and governing board**

- Nottinghamshire 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 head teacher and staff members.

**The head teacher**

The head teacher 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 for all incidents they attend to where a first aider is not called
- Informing the head teacher of any specific health conditions or first aid needs

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▪ **3. 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, a member of SLT will be notified and will contact parents immediately
- The first aider will complete an accident report when the injury is serious, via the SBM (Anna Molde), 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 school 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 teacher prior to any educational visit that necessitates taking pupils off school premises.

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.

▪ **4. 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

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- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in: the disabled toilet and near the school office

- **5. Record keeping and reporting**

**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

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, Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence. The HSE has issued specific guidance for schools explaining the criteria for a RIDDOR reportable incidents. This can be found [here](#)

The School Business Manager 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 scalding 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

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➤ 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 or TA 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 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 Nottinghamshire Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **▪ 6. Training**

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 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.

#### **▪ 7. 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

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**Addendum**

The Health and Safety Team has decided to discontinue use of Wellworker / OSHENS across all the authority. Access to the system ceased on the 28<sup>th</sup> February 2023. As a Local Authority maintained school we have yet to be provided with access to a new internal recording system provided through Gov Services to report accidents and incidents. The Health and Safety Team requires you to report the following types of incident:

- All incidents that involve employees
- Pupil incidents that involve significant injury e.g. bone fractures
- All RIDDOR reportable incidents.

<b><u>THE POLICY WILL BE REVIEWED ANNUALLY.</u></b>
DATE OF REVIEW BY GOVERNING BODY: January 2025
This policy was reviewed and ratified by the SDC committee January 2024
Signed: Chair of Governors _____
Date: _____



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# I've had first aid today!

<b>Child's name:</b>		
<b>Class:</b>		
<b>Date:</b>		
<b>Time:</b>		
<b>What happened?</b>		
<b>What did we do?</b>	<b>cleaned</b>	
	<b>dressed</b>	
	<b>compress</b>	
	<b>other</b>	

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<b>Additional information:</b>		
<b>Teacher informed:</b>		
<b>First Aider:</b>		
<b>Witness:</b>		

**Our first aiders have monitored your child throughout the remainder of the day and no noticeable effects have been noted.**

**If you require any further information, please contact your child’s teacher who will have been notified of the incident.**

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# I've had a bump on my head today!

<b>Child's name:</b>	
<b>Class:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>What happened?</b>	
<b>What did we do?</b>	
<b>Additional information:</b>	
<b>Teacher informed</b>	

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<b>First Aider:</b>	
<b>Witness:</b>	

Our first aiders have monitored your child throughout the remainder of the day and no noticeable effects have been noted.

On rare occasions, there may be delayed effects, so please keep an extra close eye on your child for the next 48 hours. Should any of the following symptoms occur, contact Accident and Emergency:

- Headache that increases in severity
- Feeling dizzy
- Nausea or vomiting
- Drowsiness
- Problems with vision
- Seizure or convulsion

If you require any further information, please contact your child’s teacher who will have been notified of the incident.

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RIDDOR Accident Reporting Form

Name	
Class/Staff/Parent	
Address (to be completed by office if pupil or parent)	
Accident	
Location (where it happened)	
Other people Involved and their involvement. (address if not pupil/staff/parent)	
First on the Scene Include address if not pupil or staff	
First Aider	
First Aid performed	
Details of injury include (location ie left/right side, head, leg etc)	
Completed by:	
Date:	

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Class / ASC / BC medical records

Date	Time	Childs Name	Class	Place of incident	Details of injury	Action taken	Letter home		Initials
							Bum p	First Aid	

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First Aid training and qualifications as of 09.01.2023

Provider	Course Name	1,2,3 Day Course	Date	Expires	Cert
E-Learning	Emergency First Aid at Work	0.5	14/10/2021	14/10/2024	Yes
E-Learning	Emergency First Aid at Work	0.5	14/01/2022	14/01/2025	Yes
Notts safe a life	Paediatric first Aid	2	27/03/2021	26/03/2024	Yes
Notts safe a life	Paediatric first Aid	2	26/04/2021	26/04/2024	Yes
Notts safe a life	Paediatric first Aid	2	25/03/2021	24/03/2024	Yes
Notts safe a life	First Aid at Work For Middays	0.5	29/01/2020	29/01/2023	Yes
Notts safe a life	First Aid at Work For Middays	0.5	29/01/2020	29/01/2023	Yes
Notts safe a life	Paediatric first Aid	2	12/07/2022	11/07/2025	yes
High Speed Training	Paediatric first Aid	2	08/09/2022	08/09/2023	Yes
Notts safe a life	Paediatric first Aid	2	11/06/2021	10/06/2024	Yes
Notts safe a life	Paediatric first Aid	2	16/06/2022	15/06/2025	Yes
Notts safe a life	First Aid at Work For Middays	0.5	29/01/2020	29/01/2023	Yes
Notts safe a life	First Aid at Work For Middays	0.5	29/01/2020	29/01/2023	Yes
Notts safe a life	Paediatric first Aid	2	28/09/2020	27/09/2023	Yes
E-Learning	Emergency First Aid at Work	0.5	05/10/2021	05/10/2024	Yes
Notts safe a life	First Aid at Work For Middays	0.5	29/01/2020	29/01/2023	Yes
Notts safe a life	Paediatric first Aid	2	12/07/2022	11/07/2025	Yes
Notts safe a life	Paediatric first Aid	2	21/04/2020	08/07/2023	Yes
Notts safe a life	Paediatric first Aid	2	13/09/2022	12/09/2025	Yes