

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

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Academy in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The academy's appointed persons are Mrs Annette McCullion, Mrs Wendy Shuttle and Mrs Nicola Oxley. 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 (for minor accidents), or as soon as is reasonably practicable (for Assessnet reportable accidents see Section 6), after an incident (see the template in Appendix 1).
- Ensuring that an ambulance or other professional medical assistance is summoned when appropriate.

First Aiders' names are displayed prominently around the schools.

The minimum number of first aiders has been assessed as:

Greenfield C of E School:	3 First Aid at Work certified (one to be based in each building) 1 Paediatric First Aid certified plus all EY staff and minimum 1 at Lunchtime
Pulloxhill School	2 First Aid at Work certified 1 Paediatric First Aid certified plus all EY staff and minimum 1 at Lunchtime

3.2 The governing body

The governing body 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.

3.4 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
- 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)

3.5 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 1/2) for all incidents
- 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 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.
- If emergency services are called, a member of staff will contact parents immediately
- The first aider 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:

- A portable first aid kit
- Information about the specific medical needs of pupils
- Any medicines required by pupils
- Parents' contact details

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

There will always be at least one first aider on school trips and visits. If early years children are participating in the trip/visit there will always be at least one first aider with a current paediatric first aid certificate, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

For a list of first aid equipment see Appendix 3

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms
- Academy minibus

6. Record-keeping and reporting

6.1 First aid and accident record book

- Enter details of the accident in the first aid record book held in the first aid room see Appendix 1
- Complete a parent notification form e.g. received first aid treatment/yellow bumped head letter see Appendix 2
- Any accident that requires further medical assistance e.g. doctor or the emergency services is recorded on Assessnet.

6.2 Reporting to the HSE

The appointed person 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 appointed person 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. Assessnet will automatically produce a RIDDOR report if it is necessary.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries
- 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.

6.3 Notifying parents

A member of 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.

6.4 Reporting to Ofsted and child protection agencies

The appointed person 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 appointed person will also notify Central Bedfordshire Council 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until.

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 and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Administering medicines policy

History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governing Body	Comments
1	Curriculum Committee	February 2012	February 2012	
2	Curriculum Committee	September 2013	September 2013	
3	Curriculum Committee	October 2014	October 2014	3 yearly – October 2017
4	Curriculum Committee	January 2018	March 2018	3 yearly – March 2021

9. Appendix 1: Record of accident

PUPIL ACCIDENT RECORD SHEET SCHOOL: Greenfield

Date/time of accident	Name of injured pupil	Description of injury (eg bumped head*, nose bleed, splinter etc)	Site of the accident (eg playground, hall etc)	Cause (eg bumped into another child)	Treatment	Treated by	Name of person making entry	Reported to Safety Advisory Unit #

* - a **'bumped head note'** to be issued to the pupil to take home to parents/guardian and noted on the record sheet

- in limited circumstances accidents of a more serious nature should be reported Health and Safety Executive (HSE) under RIDDOR (see guidance)

10. Appendix 2: Bumped Head Form



Greenfield and Pulloxhill Academy

IT IS VERY IMPORTANT YOU READ THIS LETTER

Dear Parent/Carer

Just to inform you that your son/daughter

Has received a bump to their head today Time

She/he received the following treatment

.....
.....

Although not serious enough to be sent home, please be aware of the following symptoms which can develop some time after the event. If you are at all concerned please contact a doctor.

- Dizziness
- Sickness/nausea
- Headache
- Problems with vision
- Drowsiness

Thank you

Signed

Appendix 2: Medical Treatment Form



Greenfield and Pulloxhill Academy

Dear Parent/Carer

Just to inform you that your son/daughter..... has received first aid treatment from a First Aider today(date)

She/he received the following treatment

.....
.....

Although the injury was not serious enough for your son/daughter to be sent home, if you are at all concerned please contact a doctor.

Thank you

Signed.....

10. Appendix 3: First Aid Equipment

The first Aid boxes will contain the minimum of:

- A leaflet giving general first aid advice
- 20 individually wrapped sterile adhesive dressings
- Two sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

Equivalent or additional items are acceptable.

The off-site first aid container will contain the minimum of:

- A leaflet giving general first aid advice
- 6 individually wrapped sterile adhesive dressings
- 2 individually wrapped triangular bandages
- 2 safety pins
- 1 large sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- Individually wrapped moist cleansing wipes

The minibus will contain the minimum of :

- 10 antiseptic wipes foil packaged
- 1 confirming disposable bandage
- 2 triangular bandages
- 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings
- 2 sterile eye pads
- 12 safety pins
- 1 pair of rustless blunt-ended scissors

Accident Book:

Greenfield C of E School: First Aid Room
School Office – major accidents/incidents

Pulloxhill School: First Aid Room
School Office – major accidents/incidents