



First Aid Policy

*Ratified by Full Governing Body Summer 2020
Date of next review - Summer 2021*

Please refer to the Infection Control Measures Policy May 2020 for additional guidance on Thorpe Primary School's First Aid procedures during Covid-19 and the last page of this policy.

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1. Aims

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. New staff to the school are made aware of this policy when they are appointed or begin supply work.

This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the school and on visits.
- Is regularly reviewed and updated.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

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
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

2. Legislation and guidance

This policy is based on 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

3. Roles and Responsibilities

3.1 Appointed person(s)

The school's appointed persons are Helen Southgate, Laura White and Vivian Neathy

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
- Keeping their contact details up to date

3.2 The local authority and governing body 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 body. The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, delegates operational matters and day-to-day tasks to the Headteacher and staff members. A member of the governing body is appointed as a Health and Safety governor.

3.4 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 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)

3.5 Staff School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they contact an appointed person whenever a serious injury occurs.
- Completing accident reports in the accident book and body maps for parents, for all incidents they attend.
- 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. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of senior management will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form in the accident book and body map form for parents' 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 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 class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by Headteacher. There will always be at least one first aider on school trips and visits.

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.

First aid kits are stored in:

- The Main Office
- All classrooms
- A first aid kit is available on the playground over break and dinner times.

6. Record-keeping and reporting

The school use an accident book and first aid body maps to record all first aid and accidents.

6.1 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. A body map will be completed and sent home to parents.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. (Appendix 2)
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- 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 First Aid Officer 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>

6.3 Notifying parents

A first aid body map will be completed and sent home to parents for minor injuries. For all head injuries and more serious injuries or accidents, parents will be contact by the school office as soon after the incident as possible.

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 the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can 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 1). Staff are encouraged to renew their first aid training when it is no longer valid. At all times, there will be at least 1 staff member on site with a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 3 years. All staff will have First Aid at Work which will be updated every three years. New staff will complete this training as part of their induction and within 6 months of beginning their role, if they do not hold a relevant certificate from a previous employer.

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medicines policy
- Risk assessment policy
- Supporting Pupils with Medical Conditions Policy (Medical needs Policy)

9. Monitoring and review

The implementation of this policy will be monitored by the Headteacher, who will make an annual report to the Governing Body.

COVID - 19 Update

First Aid, Medicines and Intimate Care

- Parents must provide up to date medical information and in date medical equipment for their child. Parents must complete a Pupil Contact and Medication Form which will be emailed to parents.
- All medical equipment and a first aid box (inhalers, epipens, hayfever medication etc) will be kept in the child's classroom area by the member of staff in charge of the group. Any medication administered will be record and communicated to parents.
- Staff will wear masks, gloves and an apron if attending to a child who needs first aid and stand above and or behind the child and not at their level wherever possible. These will be double bagged, left securely for 72 hours and placed in the normal rubbish.
- If a child vomits or has diarrhoea the child will be isolated and supervised by a member of staff with PPE. The child's parents will be called to collect them. Staff will not change children into new clothes. The child's group will be moved to the hall to allow cleaning to take place. The group will be sent home. Spillage kits will be available in each classroom area
- If a child has a wetting accident, a member of staff will encourage the child to change into new clothing, adhering to social distancing rules.
- Children will need to apply their own sun cream in school