

Old Earth School

First aid policy



Approved by:

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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 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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

3.1 Appointed person(s) and first aiders

The school's appointed staff members 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 (spare accident forms are kept in Dep Head office)
- Keeping their contact details up to date

Our school's appointed staff are listed in appendix 1. Their names may also be displayed around the school.

3.2 The governing board

The governing board 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 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 know who the first aiders in school are
- Completing accident reports (see Old Earth example) for all incidents they attend to where a first aider/appointed person 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, Office staff 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

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 staff prior to any educational visit that necessitates taking pupils off school premises.

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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.

First aid kits are stored in:

- Each year groups cloakroom
- Main Office
- The school kitchen
- OOSH facilities

6. Record-keeping and reporting

6.1 First aid and accident record keeping

- 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
- A copy of the accident report form will also be added to the pupil's educational record by a staff member and the slip kept in first aid files in the school office.
- Records held in the first aid file 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 School Business Manager 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).

She 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

Office 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 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 Calderdale social services 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.

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. Monitoring arrangements

Accident incidents will be monitored termly and reported to the Governing Board by the Headteacher.

This policy will be reviewed by the Senior Leadership team annually.

At every review, the policy will be approved by the Headteacher and Welfare governing board committee.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Name	Location	Qualification	Certificate Number	Expiry Date
S Ogden	Nursery	First aid for schools	NA20/504	29/01/2023
J Taylor	Class 1	First aid for schools	NA20/507	29/01/2023
K Sykes	Class 2	First aid for schools/ Paediatric First Aid	NA19/5311 PFA L3 21/482	15/11/2022
T Reddicliffe	Class 3	First aid for schools	NA19/5309	15/11/2022
R Maundrill	Class 3	First aid for schools	NA20/503	29/01/2023
C Gill	Class 3	Paediatric First Aid	PFA L3 21/477	18/03/2024
M Hazlehurst	Class 4	First aid for schools	NA20/500	29/01/2023
S Thornton	Class 5	First aid for schools	NA19/5312	15/11/2022
L Botterill	Class 6	First aid for schools	NA19/5302	15/11/2022
H Dunne	Class 7	First aid for schools	NA19/5304	15/11/2022
V Boylan	Class 8	First aid for schools	NA20/497	29/01/2023
H Lenegan	Class 9	First aid for schools	NA19/5306	15/11/2022
J Gordon	Class 10	First aid for schools	NA20/499	29/01/2023
S Crowther	Class 11	First aid for schools	NA19/5303	15/11/2022
T Sharp	Class 11	First aid for schools	NA20/506	29/01/2023
R Wheelwright	Class 12	First aid for schools	NA19/5313	15/11/2022
R Holdsworth	Class 12	First aid for schools	NA20/502	29/01/2023
S Stapley	Class 13	First aid for schools	NA19/5310	15/11/2022
M Calderwood	Class 13	First aid for schools	NA20/498	29/01/2023
B Heritage	Class 14	First aid for schools	NA20/501	29/01/2023
E Polotnianka	Class 15	First aid for schools	NA20/505	29/01/2023
R Holroyd	Little Earth	Paediatric First Aid	PFA L3 20/1/1087	25/11/2023
L Barnett	Little Earth	Paediatric First Aid	PFA L3 21/472	18/03/2024

J Burland	Little Earth	Paediatric First Aid	PFA L3 21/473	18/03/2024
O Campbell	Little Earth	Paediatric First Aid	PFA L3 21/474	18/03/2024
L Campbell	Little Earth	Paediatric First Aid	PFA L3 21/475	18/03/2024
C Emmott	Little Earth	Paediatric First Aid	PFA L3 21/476	18/03/2024
L Greenwood	Little Earth	Paediatric First Aid	PFA L3 21/478	18/03/2024
S Midwood	Little Earth	Paediatric First Aid	PFA L3 21/479	18/03/2024
N Nichols	Little Earth	Paediatric First Aid	PFA L3 21/480	18/03/2024
V Storey	Little Earth	Paediatric First Aid	PFA L3 21/481	18/03/2024
S Wilde	Little Earth	Paediatric First Aid	PFA L3 21/483	18/03/2024

Appendix 2 – School procedures for responding to a First Aid incident.

First Aid - Injuries to children at Old Earth School.

Making the parent/carer aware

If a child has injured themselves but you have decided that they are fine to stay at school you must ask a member of the school office team to ring or email parents/carers to inform them of the injury and the current medical status of the child.

If you were the first person to come into contact with the child following an injury you must liaise with the member of staff who carried out the first aid treatment and a member of the child's class teaching team to record this and place in the appropriate accident file.

If you are not the class teacher you must ensure that you inform them of the incident and provide them with the appropriate document to give to the parent/carer at the end of the school day.

If the injury/ incident occurred at lunchtime the member of staff who dealt with the case should complete a first aid form and report the incident to the school office. They should also ensure that the teacher of the injured child is informed of the accident.

Trips and visits

If an incident occurs offsite then there is still a need to inform parents/carers as soon as possible either whilst on the visit itself or on return to school before the child leaves the premises.

Appendix 2 First Aid Procedures

We have First Aid Stations in Year 1 and Year 5 wet areas.

Please deal with all accidents immediately.

Minor	More Serious	Most Serious
Minor incident (no mark)	All head injuries/bumps, marks, cuts and bruises etc	Suspected breaks, bad head bumps, child needs to go home/hospital.
Deal with incident Record on message slips Pass on to the class teacher – have the conversation.	Deal with incident. <u>Complete Accident Form</u> (all forms completed by YOU) 1) White and Yellow copies give to teacher. 2) Pink- To be given to the school office	Accompany child to the office or call for help (send a child to call an adult or for adult support) Deal with incident <u>Complete Accident Form</u> (all forms to be completed by YOU) 1) White and Yellow copies give to teacher. 2) Pink- To be given to the school office.