

BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

FIRST AID POLICY



**First Aid Kit Checks:
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1. Aims

1.1 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

2.1 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.

2.2 This policy complies with our funding agreement and Articles of Association.

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

3.1.1 The School's appointed First Aiders are displayed prominently around the School and a list is also kept in the School Office. They are trained and qualified to carry out the role (see section 7) and are responsible for the following:

- 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. This is done by the named persons at least once each term;
- ensuring that an ambulance or other professional medical help is summoned when appropriate;
- 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, either using the online reporting tool or one of the Accident Report Books (see Section 6);
- keeping their contact details up to date.

3.2 The Governing Body

3.2.1 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 Head Teacher and members of staff.

3.3 The Head Teacher

3.3.1 The Head Teacher is responsible for the implementation of this policy, including the following:

- 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 their 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).

3.4 Members of Staff

3.4.1 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 (see Section 6.1);
- informing the Head Teacher or their manager of any specific health conditions or first aid needs that they have,
- ensuring that the First Aid kit held in their classroom is up to date, holds the necessary items and all items are within date,
- ensure the First Aid Kit is taken outside with the children at Break and lunch times.

4. First Aid Procedures

4.1 In-School Procedures – An Accident Resulting in Injury

The following procedures will be used in the event of an accident resulting in injury.

- 4.1.1 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.
- 4.1.2 The first aider will wear a face mask and surgical gloves (non-latex).
- 4.1.3 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.
- 4.1.4 The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- 4.1.5 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. Where this is not possible, the Head Teacher or another member of staff present will arrange for the child to receive appropriate treatment, if necessary by summoning an ambulance using the “999” service. This is particularly important with injuries to the head. If the accident is serious, the summoning of the ambulance will obviously take priority.
- 4.1.6 If emergency services are called, the School Administrator will contact the parents/carers immediately.
- 4.1.7 The first aider will complete a report in one of the Accident Report Books on the same day, or as soon as is reasonably practical after an incident resulting in an injury. Where appropriate, witness statements will be taken. An accident report must be completed for all accidents concerning employees, pupils and visitors (see Section 6).
- 4.1.8 Occasionally a child may be mildly injured and only sent home at the end of the school day. In that event, care should be taken to inform the parents that an injury has occurred by sending home the carbon copy of the relevant entry in the Accident Report Book and noting that the child should be closely watched for signs of deterioration.
- 4.1.9 When a child has suffered **an injury to the head**, the child is to be given both the carbon copy of the entry in the Accident Report Book, informing the parents of the injury and noting that the child

should be closely monitored for signs of deterioration, and also a wristband alerting the parents to the fact that an injury to the head has occurred.

- 4.1.10 All members of staff are trained in dealing with asthma attacks. Further information about the use of inhalers can be found in the School's Policy for Supporting Children with Medical Needs in School. A School emergency inhaler is also kept in the Office and can be used in an emergency, where prior consent from the parent/carer, has been given.
- 4.1.11 All members of staff are trained how to administer an Epipen. Further information about the use of Epipens can be found in the School's policy for supporting children with medical needs in school. A School Emergency Epipen is kept in the Office and can be used in an emergency, where prior consent from the parent/carer, has been given.
- 4.1.12 All first-aiders should wear protective gloves when appropriate. Gloves are available in the Medical Room, Staff Room and class rooms.
- 4.1.13 All first-aid waste is disposed of safely in a sealed plastic bag.
- 4.1.14 In all cases of dealing with a serious injury or giving messages, members of staff are advised, if possible, to have a witness beside them to confirm their actions and the nature of messages given.

4.2 **Break-time Procedures**

- 4.2.1 During break-times there is always be at least one first aider in both the Key Stage 1 (KS1) area and the Key Stage 2 (KS2) area, where children are playing.
- 4.2.2 Two complete First Aid Boxes (KS1 and KS2) are taken onto the playgrounds during break-times which include items from the list in paragraph 5.1.
- 4.2.3 Procedures will be followed as detailed in this policy.

4.3 **Off-site Procedures**

- 4.3.1 When taking pupils off the School premises, staff will ensure they always have the following with them:
- a mobile phone;
 - a portable first aid kit (two portable kits are stored in the Medical Room);
 - information about the specific medical needs of pupils, including a child's personal medication. Epipen, Inhaler etc
 - parents' contact details, which are accessible via the School Administrator and Head Teacher.
- 4.3.2 Risk assessments will be completed by the trip leader and Head Teacher prior to any educational visit that necessitates taking pupils off the School premises.
- 4.3.3 There will always be at least one first aider with a current first aid certificate accompanying all School trips and visits. For trips and visits including EYFS pupils, a first aider with a current paediatric first aid (PFA) certificate will accompany them, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

5.1 A typical first aid kit in the School will include the following:

- a leaflet with general first aid advice (guidance card);
- individually wrapped sterile adhesive dressings;
- sterile eye pads with attachments;
- triangular bandages;
- sterile covering for serious wounds;
- safety pins;
- medium sized sterile unmedicated dressings;
- large sterile unmedicated dressings;
- extra-large sterile unmedicated dressings;
- sterile water or sterile normal saline bottles;
- disposable gloves;
- adhesive tape;
- water-based antiseptic wipes;
- plasters of assorted sizes;
- scissors;
- ice packs (stored in the freezer in the Staff Room);
- mouth-to-mouth shield;
- disposal bags for disposing of medical waste.

5.2 First aid kits are stored in:

- the medical room;
- every Classroom
- the School kitchen;
- in the swimming pool changing rooms;
- the School Office where a Red Emergency Evacuation Bag containing a First Aid Kit is kept, which can be taken off-site if needed.

5.3 A spare inhaler and adrenaline auto-injector are kept in the Red Emergency Evacuation Bag in the School Office. No other medication is kept in the First Aid Kits.

5.4 Emergency sanitary protection is kept in the Office.

6. Record-keeping and Reporting

6.1 Accident Report Book

6.1.1 A report in one of the Accident Report Books will be completed by the relevant member of staff on the same day or as soon as possible after an accident resulting in an injury. Each First aid Kit holds an Accident Report Book. Only one entry in one Accident Report Book should be made per injury.

6.1.2 Where appropriate, witness statements should be taken. If the injury happened to a child, the carbon copy of the report in the Accident Report Book will be given to the parents/carers of the child.

6.1.3 As much detail as possible should be supplied when reporting an accident.

6.1.4 Records held in the Accident Report Books 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 Health and Safety Executive (HSE)

6.2.1 The School Administrator 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).

6.2.2 The School Administrator 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.

6.2.3 Reportable injuries, diseases or dangerous occurrences include the following.

- 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.

6.2.4 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**

6.3.1 The School Administrator will inform parents of any accident or injury sustained by a pupil where deemed necessary, and any first aid treatment given, on the same day, or as soon as reasonably practicable. See Section 4.1 of this policy for details.

6.4 **Reporting to Ofsted and Child Protection Agencies**

6.4.1 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.

6.4.2 The Head Teacher will also notify the Local Authority Health and Safety Team, by telephone on 01223 699123, of any serious accident or injury to, or the death of, a pupil while in the School's care.

7. **Training**

7.1 All members of the School staff are able to undertake first aid training if they would like to.

7.2 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).

7.3 An external provider gives the School a term's notice about the expiry dates of first aid certificates, prompting the reservation of training courses.

7.4 At all times during school hours, 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. **Review of this Policy**

8.1 This policy will be reviewed by the Standards committee at least every two years.

9. **Links with Other Policies**

9.1 This first aid policy is linked to the

- Health, Safety and Welfare Policy
- Risk Assessment

- Supporting Children with Medical Needs Policy
- Critical Incidents policy

COVID 19

Until advice recommending otherwise, all first aid should be provided by a first aider within the same 'bubble' as the child.

COVID 19 PPE protocol should be followed when dealing with an adult or child with suspected COVID 19 symptoms

Approved by:	Laura Latham / Standards Committee	Date: February 2021
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Last reviewed on:	February 2021
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Next review due by:	February 2023
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