

First Aid Policy



Burwell Village College Primary

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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 School Premises \(England\) Regulations 2012](#), 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) and first aiders

The school's appointed person is listed in appendix 1. Their name is also displayed in the staff room and the school office. 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 (see the template in appendix 2)
- Keeping their contact details up to date

3.2 The local authority and governing board

Cambridgeshire 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.

3.3 The Headteacher

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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing first aid forms (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the head teacher 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, they will radio/call the office staff, who will contact the child's parents/carers to collect the child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, an administrative assistant, from the school office, will contact parents immediately
- The first aider will complete a first aid form (see appendix 2) on the same day or as soon as is reasonably practical after an incident resulting in an injury. A copy will be given to the parents/carers and a copy will be kept in the school's records.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- At least one first aid-trained member of staff attending the trip
- Contact numbers for two senior members of school staff
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (residential only)

Risk assessments will be completed by the trip leader/organiser, prior to any educational visit that necessitates taking pupils off school premises, and submit it for approval by the head teacher/deputy head teacher.

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:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Micropore tape
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- gauze

Medication is kept in first aid kits held in each classroom

- The medical room

- School office (at the desk)
- The school hall
- All design and technology classrooms
- The school kitchens
- The staff room

6. Record-keeping and reporting

6.1 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 at appendix 2
- Completed first aid *books* are kept in the school office
- 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 First aid and accident record book during Covid lockdown

- The class teacher may administer basic first aid to the children in their 'bubble' and will therefore fill out two copies of the first aid form, not the first aid forms in the first aid book (green form)
- One copy of the first aid form will sent home with the child
- One copy of the first aid form will kept in the first aid box, in the classroom
- **First aid forms will be collected from each classroom, at the end of each week, by the Lead first aider- Nicola Hedley-Catley.**

6.3 Reporting to the HSE

The school admin staff 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 school admin staff will report these to Cambridgeshire County Council, as soon as is reasonably practicable and in any event within 10 days of the incident, who in turn report to the Health and Safety Executive.

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/carers

- A copy of the first aid form will be sent home with the child on the same day, or as soon as reasonably practicable
- The class teacher/office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, where the injury will need close monitoring for the next 24 hours.

6.4 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 Police/Emergency Services, Social Care, HSE, ASH Team, CCC Safeguarding Lead 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

This policy will be reviewed by the School Business Manager and lead first aider every 2 years.

At every review, the policy will be approved by the head teacher and governing body.

9. 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
- Coronavirus risk assessment

10. First aid for suspected coronavirus cases

Response to Covid – link to DfE guidance below

<https://educationhub.blog.gov.uk/2023/09/27/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/>

10.3 Staff responsibilities

School staff are responsible for:

- Monitoring children's general health and wellbeing
- Monitoring for symptoms of coronavirus- a new, continuous cough or a high temperature, or loss of, or change in, the normal sense of taste or smell (anosmia)
- Informing the head teacher (as the designated person) when a child or member of staff has coronavirus symptoms and asking the office staff to contact the child's parents.
- Delivering basic first aid to address minor injuries- e.g. putting a plaster on a minor graze, and completing a first aid form.

10.4 Procedure for dealing with suspected cases of coronavirus

If a child/ member of staff is identified as having coronavirus symptoms and is too unwell to continue in school:

- The child should be sent to the front office area and the office staff asked to call their parents. The child will wait to be collected by their parents/carers.
- The head teacher (as the designated person) should be informed.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves and feel unwell. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Appendix 1: list of appointed persons

Staff member's name	Role	First Aid Qualification
Lora Beckett	SEN TA	Paediatric First Aid Trained
Kiely Davison	SEN TA	First Aid Trained
Alex De Giorgio-Miller	HLTA	First Aid Trained
Beverly Dorling	TA	First Aid trained
Deborah Harding	TA	First Aid trained
Lynn Hawkins	HLTA	First Aid trained
Tracey Lemon	TA	First Aid trained
Abigail Mann	SEN TA	First Aid Trained
Sadie O'Donnell	TA	Paediatric First Aid Trained
Kerry O'Reilly	TA	First Aid trained
Carmen Saunders	Well Being HLTA	First Aid trained
Nicola Hedley-Catley	Well Being HLTA/Lead First Aid	Paediatric First Aid Trained
Lorraine Waldoch	TA	Paediatric First Aid Trained
Antony Kern	Head teacher	First Aid Trained
Debbie Cawley	MDS	First Aid Trained
Shona Barton	MDS	First Aid Trained
Heidi Byford	MDS	First Aid Trained
Maria De Silva	MDS	First Aid Trained
Lucy Groom	MDS	First Aid Trained

Carolyn King	MDS	First Aid Trained
Tan Tuang-Eng	MDS	First Aid Trained
Karen Taylor	SBM	First Aid Trained
Lisa Tetlow	Finance Assistant	First Aid Trained
Paul Bish	Premises Manager	First Aid Trained

Appendix 2: First Aid Form

Please fill out both forms for the same child and injury.

1 x Copy Stays in School.

1 x Copy goes home.

School

ACCIDENT/INCIDENT/ILLNESS REPORT SLIP		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

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Details of Treatment and Additional Comments				

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Each Classroom has a 'First Aid' kit in a lidded box.

Contents:

- 3 x pairs of gloves
- 5 x nappy bags
- Selection of plasters
- Gauze swabs
- Micropore tape

Accident report slips

Record of medication sheet