

# First Aid Policy

Witton-le-Wear Primary School



Approved by:

Date:

Last reviewed on: January 2020

Next review due by: January 2021

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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 first aider is Sophie Foster. 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

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Local Authority and Governing Board**

Durham 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 headteacher and staff members.

### **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 Head Teacher**

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
- 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 appendix 2) 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, the school 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 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 the class teacher prior to any educational visit that necessitates taking pupils off school premises.

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:

- Classrooms
- The school hall
- The school kitchens

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the 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

- A copy of the accident report form will also be added to the pupil's educational record.
- 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 school secretary 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 Head Teacher 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

The Class Teacher 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 – a telephone call, face to face or via text messaging service.

**NB** Head Bumps – parents to be informed via a telephone call after first aid has been given. Child is given a sticker to wear to everyone school is aware of injury and a head bump letter to be sent home on the same day.

## 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 the 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 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 (see appendix 3).

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 Sophie Foster 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
- Administration of Medications Policy
- Asthma Policy
- Allergen Policy

## Appendix 1: List of trained First Aiders

Staff name	Role	Certificate	Contact details
Sophie Foster	Appointed First Aider	First Aid at Work	s.foster102@wittonlewear.net

	Class Teacher	Paediatric First Aid	
Becky Kasner-Wood	First Aider Class Teacher	Paediatric First Aid	
Rachel Donnelly	Class Teacher	Paediatric First Aid	
Rebecca Redfern	Class Teacher	Paediatric First Aid	
Jenny Smith	First Aider Classroom Assistant	First Aid at Work	
Donna Ferguson	First Aider Classroom Assistant	First Aid at Work	
Sharon Walker	Deputy Head Class Teacher	Paediatric First Aid	
Sarah Brown	Classroom Assistant	Paediatric First Aid	
Lynn Docherty	Breakfast Club & After School Club Supervisor Lunch time Supervisor	Paediatric First Aid	
Leisha Jones	Breakfast Club & After School Club Supervisor Lunch time Supervisor	Paediatric First Aid	
Clare McKimm	Lunch time Supervisor	Paediatric First Aid	

## Appendix 2: Accident Report Form

- Accident Forms are now online. Please see the computer desktop in school office
- Sample Head Bump Letter



# Head Bump Letter



Parent of: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Time of bump:</b>	
<b>Position of Bump:</b>	
<b>History:</b>	

Dear Parent,

I am writing to inform you that during the course of the school day your child sustained a bump to the head.

He/she appears to have suffered no ill effects, however please monitor how he/she feels for at least the next 48 hours. If you have any cause for concern, or recognise any of the following symptoms, then please contact the NHS or your family doctor for further advice.

Yours sincerely,

Mr. M. Stephenson  
Head Teacher



*If any of the following symptoms are observed, PLEASE ACT INSTANTLY!*

- Any unusual or changed behaviour
- Any abnormal drowsiness or confusion
- Any persistent headaches/blurred vision
- Repeated vomiting or discharge from ears or nose

*Copies to: Parents, Health Care File, Accident Book, County Hall*

St. James' Gardens, Witton-le-Wear, County Durham DL14 0BG  
Telephone/Fax: 01388 488350  
Email: [wittonlewear@durhamlearning.net](mailto:wittonlewear@durhamlearning.net)

### Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid	see Medical file in school office		every 3 years
Paediatric First Aid	see Medical file in school office		every 3 years
Administering Medication	see Medical file in school office		annually
Epipen	see Medical file in school office		every 3 years
Asthma	see Medical file in school office		every 3 years
Epilepsy	see Medical file in school office		every 3 years (when appropriate)