



First Aid Policy

Policy schedule	
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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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

We have 12 members of staff in school who are first aid trained and 3 members of staff who are paediatric first aid trained. The list of first aiders can be found in the office and in the staffroom and are listed in appendix 1.

1. First aiders 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 as, or as soon as is reasonably practicable after, an incident
- Keeping their contact details up to date

3.2 The local authority and governing board

Surrey 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.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders 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
- 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 the 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 the office team will contact parents immediately
- The 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - 1 individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

- Single use ice packs

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises and signed off by the EVC (Educational Visits Coordinator) and Headteacher.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Single use ice packs

No medication is kept in first aid kits.

First aid kits are stored in:

- Classrooms
- The school office
- The school kitchens

Disposing of blood

Blooded items should be placed in the clinical waste bags and disposed of in the yellow bins.

Ice Packs

A supply of reusable ice packs are kept in the medical fridge in the staffroom. Instant ice packs are also available for single-use only when reusable ones cannot be used (e.g. school trips, sporting trips etc.). Ice packs are for the treatment of sprains, strains and bruises and must be kept out of children's reach.

Guidance on the use of ice packs:

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes.

First aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

Asthma

We have several children with Asthma at our school. All inhalers are labelled and kept in a medical box outside the Head's office or in the child's classroom. In the event of an attack, the inhaler must be taken to the child.

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.

Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK.

Epi-Pens

- All Epi-Pens are labelled and kept in the school.
- All staff are trained to use Epi-pens.
- Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.
- From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of date).
- The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.
- The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

6. Record-keeping and reporting

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
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- 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 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).

The School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

6.3 Treatment of head injuries

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (cloth or icepack) for the child's own comfort.

Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a leaflet sent home informing parents of possible symptoms to look out for.

6.4 School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

6.5 Notifying parents

A member of the office team 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. Parents will also be informed if emergency services are called.

6.6 Reporting to Ofsted and child protection agencies

The School Business Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 School Business Manager will also notify Surrey County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

Please see appendix 2 for the Schools Incident Reporting Flowchart.

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the:

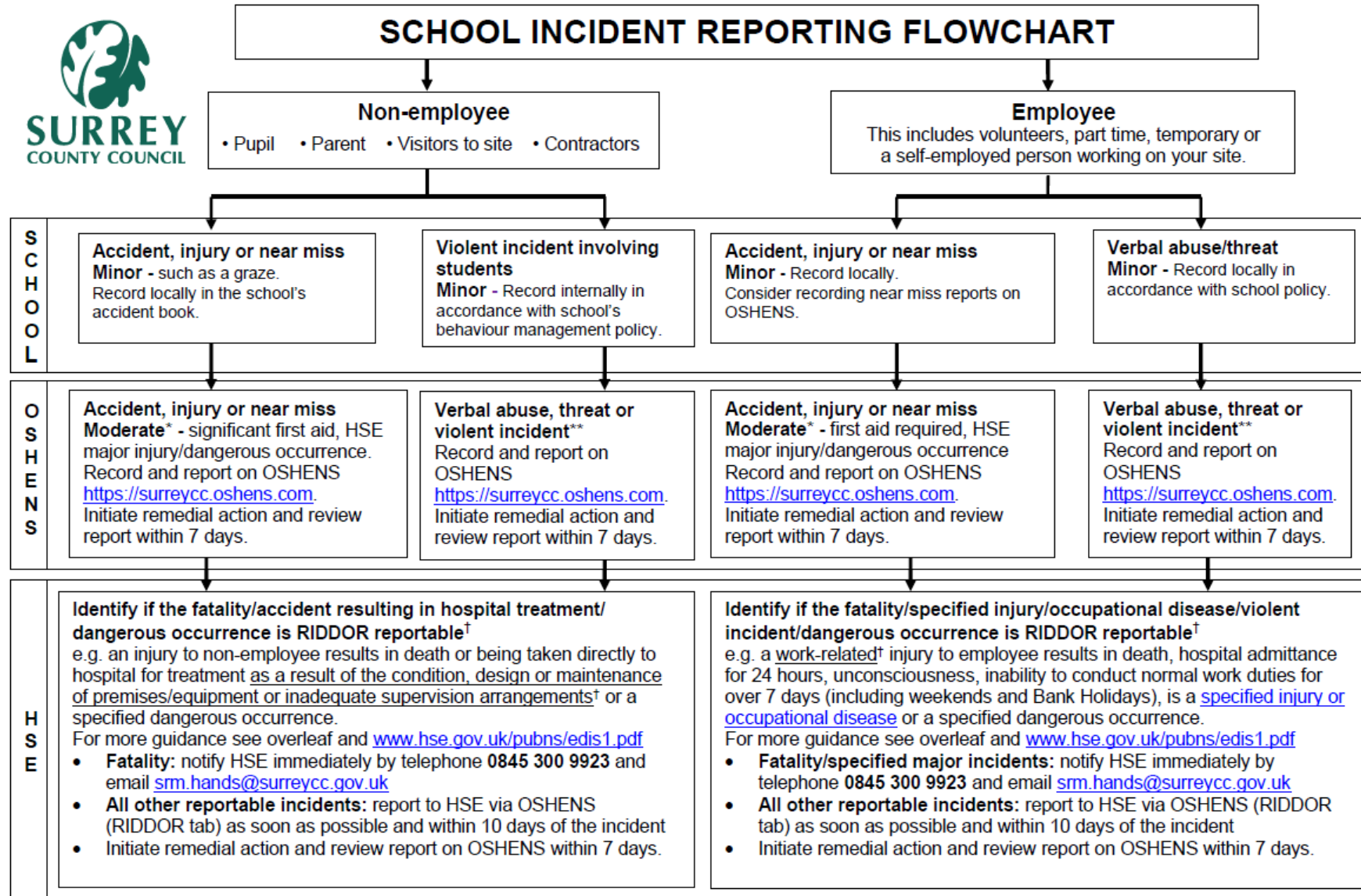
- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Alison Spicer	Forest School Leader	
Amanda Lines*	Learning Support Assistant/HLTA	
Becky Lay	SEN Learning Support Assistant	
Jane White	Learning Support Assistant	
Julia Lake	Learning Support Assistant	
Kate Thomas	Learning Support Assistant	
Liz Coxeter*	Learning Support Assistant	
Louise Taylor	PE Teacher/Co-ordinator	
Michelle Bialogrodzka	Office Administrator	
Rose Callaghan	Learning Support Assistant	
Sarah Atkins	Learning Support Assistant	
Tobias Marks*	Learning Support Assistant	

* Trained in *Paediatric First Aid*

Appendix 2



The reporting and reviewing of incidents through OSHENS is mandatory for all maintained schools for whom Surrey County Council is the employer or insurer.

For further assistance please email srm.hands@surreycc.gov.uk. In the event of an emergency please call 07800 512475 or 07794 252381.

What should I report on OSHENS?

- Accidents that cause injury, ill health or damage to anyone in school, except very minor injuries such as grazes which should be recorded locally.
- Specified 'dangerous occurrences' and near miss incidents that could have resulted in a significant injury.
- Incidents of severe abuse, threats to staff and physical assault.

Please take care to select the precise name of your school using the drop-down boxes when entering your report. OSHENS will prompt you to record the information needed including the date, time and place of the event; personal/injury details of those involved; and a brief description of the nature of the event. It is good practice to record adequate details about the incident circumstances, including any causal factors identified which could assist the Responsible Person in determining if an incident 'arises out of or is in connection with work' or is 'work-related' – see below. Employee absences i.e. where an employee is unable to conduct their normal work duties should be recorded in OSHENS using the 'Lost Time' tab and closed upon their return to work.

When are incidents reportable to Health and Safety Executive (HSE) under RIDDOR?

† Incidents involving the death of any person, a non-employee being taken directly to hospital for treatment, specified diseases/injuries to employees (including accidents which prevent the injured employee from continuing their normal work for more than seven days, not counting the day of the accident but including weekends and other rest days) or specified dangerous occurrences are reportable to HSE only where the following apply:

Non-employees – where the accident 'arises out of or is in connection with work' i.e. if the responsible person at the school considers it was caused by any of the following:

- failure in the way a work activity was organized (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg machinery, experiments etc);
- the condition of the premises (eg poorly maintained or slippery floors).

Note that most playground accidents due to collisions, slips, trips and falls are **not** normally reportable to HSE, see www.hse.gov.uk/pubns/edis1.pdf Section 2.

Employees – where the accident is 'work-related' i.e. if any of the following played a significant role:

- the way the work was carried out;
- any machinery, plant, substances or equipment used for the work;
- the condition of the site or premises where the accident happened.

For more information, including incidents involving physical violence, see www.hse.gov.uk/pubns/edis1.pdf Section 1.

If you consider a RIDDOR report may be required, please do contact the Strategic Risk Management team for support and advice. RIDDOR reports should be submitted as soon as possible and within 10 days of the incident. The key exception is in the case of an over-seven-day incapacitation of an employee which, if identified as reportable to HSE as above, must be submitted within 15 days.

Definitions

* **Moderate injuries** involving children/young people are those where significant first aid is provided; so, sprains, strains, head bumps***, fractures, serious cuts

* **Moderate injuries** involving employees are any (apart from minor injuries) that require first aid

** **Verbal abuse** – employees should report incidents of verbal abuse where it has a significant impact on them and where they feel threatened.

*** Head injury in children and young people – advice for parents and carers can be found in the NHS leaflet 'Head Injury Advice Sheet' available here: [CS45385.NHS.Head.Injury.Advice.Sheet\(what0-18.nhs.uk\)](http://CS45385.NHS.Head.Injury.Advice.Sheet(what0-18.nhs.uk))

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Retention of records

- Adult (over 18 years old) accident records need to be kept for at least three years.
- Pupil accident records need to be kept for three years from their 18th birthday.