

Kellington Primary School



First Aid Policy

Approved by:

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1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

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

3.1 Appointed person(s) and first aiders

The school's appointed responsible person is Kath Newton. 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 (using our online system Scholarpack).

- Keeping their contact details up to date

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently 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 trained first aid personnel 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 and have annual refresher training in September.
- 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 for all incidents they attend to where a first aider is not called
- 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 a first aider judges that a pupil can remain in school, parents will be notified by an adult, during or at the end of the school day, either in person or via a telephone call. All communications are to be recorded on the accident log completed (or as an action to the log) on CPOMs.
- If emergency services are called, the office team will contact parents immediately. No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used, not staff cars.

- The first aider will complete an accident report on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- If an accident involves any form of bump to the head, notification will be sent home to parents in the form of a red bump head wristband, along with a phone call home or in person discussion with parents/carers to inform them and explain that there is now a 48 hour observation period. If the injury is deemed to be of a serious nature, or if the injured pupil shows symptoms that include dizziness or nausea then parents must be immediately informed by telephone. If a child remains in school following a bump to the head, regular monitoring must occur.
- With parental consent children's individual care plans, with photographs, are displayed in the staffroom and in the kitchen where appropriate, so that all staff are aware of their needs.

4.2 Off-site procedures

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

- A staff member's mobile phone
- A portable first aid kit (green off site kit)
- Information about the specific medical needs of pupils

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

No medication is kept in first aid kits.

First aid kits are stored in:

- Classrooms
- Portable first aid kits (green safety kits) are taken out on the playground during break times
- First aid kits are taken to PE lessons, including any inhalers.
- Main first aid resources store in the staff toilets, from where kits should be replenished.

5.1 Medication

- Children's individual inhalers are to be stored in the classroom, where the child can reach should they need to be administered, asthma forms need to be completed.
- School will have emergency inhalers on site in the event that the child's inhaler is not available or unusable. A consent form will be required.
- Medication which has not been prescribed can not be administered by one of our first aiders other than paracetamol, with consent from parents on a medication form.
- All medication should either be stored in the locked office drawer or if stated in the medication fridge, with a clear prescription label.
- Medication forms need to be completed and signed, for a first aider to administer or for the child to self administer.
- Where possible prescription medication is to be given at home, unless this is required four times, daily.

6. Record-keeping and reporting

6.1 First aid and accident record book

- All accidents to be logged on Scholarpack. These 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. This information should be included in the log:
 - Date
 - Time
 - Who dealt with it
 - Where it happened
 - Injury/accident
 - How it was dealt with/outcome
 - Communication with parents/carers
- First aid records 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 headteacher 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 headteacher 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 EYFS 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. All children are given red bumped head wristbands with time and date of the incident on.

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 North Yorkshire Safeguarding Children's Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

6.5 dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, the office staff is responsible for ensuring that an entry is made in the accident book/form.

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 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member in Early Years 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. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on staff notice boards. These can be found in the office

9. Monitoring arrangements

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the Local Governing Body.

10. 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

APPENDIX 1

Name	Qualification held	Date gained	Renewal date
Kath Newton	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Michelle Wilson	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Laura Priest	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Andrea Maguire	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Ann-Marie Wright	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Eryk Owczarek	Basic First Aid	Jan 22	Jan 25
Vicki Fairbairn	Level 3 Emergency First Aid at Work Level 3 Paediatric First Aid	7.6.21	7.6.24
Stephanie Worth	Paediatric First Aid	Jan 21	Jan 24
