



First Aid Policy

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Contents

1. Aims	2
2. Legislation and guidance.....	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment.....	4
6. Record-keeping and reporting	5
7. Training	6
8. Monitoring arrangements.....	6
9. Links with other policies	6
Appendix 1: list of trained first aiders	7
Appendix 2: first aid training log	Error! Bookmark not defined.
Appendix 3: accident reporting forms for parents/carers	8

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 persons for First Aid are Mr Greg Oates (Headteacher) and Mrs Nicola Edwards (Deputy Headteacher) and there are a number of trained first aiders across school. They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in their 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 appendix 2).
- Keeping their contact details up to date.

Our school's appointed persons and/or 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

Oldham Metropolitan Borough 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.

3.4 The headteacher

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 risk assessments are undertaken, 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 to where a first aider/appointed person 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 emergency services are called, a member of the leadership team 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 mobile phone (please see the school's mobile phone policy)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Contacts details for the school and headteacher (in the case of a residential visit, parents' contact details would be taken too).

Risk assessments will be completed by the class teachers prior to any educational visit that necessitates taking pupils off school premises. These risk assessments are submitted on Evolve to be checked and authorised by the Educational Visits Co-ordinator (Mrs Nicola Edwards) and then for final approval by the headteacher (Mr Greg Oates).

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:

- All classrooms
- Main Reception
- Headteacher's and Deputy Headteacher's offices

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.
- A copy of the accident report form will also be added to the pupil's educational record by the Business Manager (Ann Buckley).
- 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 Business Manager (Ann Buckley) 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 (Greg Oates) will report these to the Oldham Health and Safety Team and 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

A member of staff 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.

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 Oldham's Multi-Agency Safeguarding Hub 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 the Headteacher/ Deputy Headteacher every year.

At every review, the policy will be approved by the 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
- Mobile phone policy

Appendix 1: List of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Mr Greg Oates	Headteacher	head@beever.oldham.sch.uk
Mrs Nicola Edwards	Deputy Headteacher	n.edwards@beever.oldham.sch.uk
Mrs Mahmuda Khatun	Teaching Assistant	mahmuda.khatun@beever.oldham.sch.uk
Mrs Gillian Adamson	HLTA	gadamson@beever.oldham.sch.uk
Ms Anne-Marie Fox	Teaching Assistant	a.fox@beever.oldham.sch.uk
Miss Linsey Wrigley	Teaching Assistant	linsey.wrigley@beever.oldham.sch.uk
Mrs Rachel Ruffle	Teaching Assistant	r.ruffle@beever.oldham.sch.uk
Miss Caroline Jump	Teaching Assistant	caroline.jump@beever.oldham.sch.uk
Miss Samantha Parker	Teaching Assistant	Samantha.Parker-Grange@beever.oldham.sch.uk
Miss Helen Richards	Teaching Assistant	Helen.Richards@beever.oldham.sch.uk
Miss Jaimee Rowan	Teaching Assistant	Jaimee.Rowan@beever.oldham.sch.uk
Miss Lydia Cocker	Teacher	lydia.slater-cocker@beever.oldham.sch.uk
Mrs Christine Gwynne	Midday Supervisor	christine.gwynne@beever.oldham.sch.uk
Mrs Latifa Begum	Midday Supervisor	Via school office: 0161 7708351
Mrs Lisa Richardson	Midday / Breakfast Club Supervisor	Via school office: 0161 7708351
Mrs Sahila Bibi	Midday Supervisor	Via school office: 0161 7708351
Miss Samantha Kerwin	Midday Supervisor	Via school office: 0161 7708351
Mr Jason Agravat	Site Manager	Jason.Agravat@beever.oldham.sch.uk

Appendix 2: 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 at Work	Anne-Marie Fox	15/11/18	15/11/21
First Aid at Work	Gillian Adamson	9/1/20	9/1/23
First Aid at Work	Mahmuda Khatun	20/11/21	20/11/24
First Aid at Work	Rachel Ruffle	25/02/21	20/11/24
First Aid at Work	Linsey Wrigley	11/07/21	20/11/24
First Aid at Work	Samantha Parker	20/11/21	20/11/24
First Aid at Work	Samantha Kerwin	20/11/22	20/11/24
First Aid at Work	Latifa Begum	2/04/22	2/04/25
First Aid at Work	Christine Gwynne	2/04/22	2/04/25
First Aid at Work	Helen Richards	02/04/22	02/04/25
First Aid at Work	Jaimee Rowan	02/04/22	02/04/25
First Aid at Work	Jason Agravat	02/04/22	02/04/25
Paediatric First Aid	Caroline Jump	6/2/20	6/2/23
Paediatric First Aid	Nicola Edwards	15/4/20	14/4/23
Paediatric First Aid	Greg Oates	15/4/20	14/4/23
Paediatric First Aid	Lydia Cocker	25/2/21	24/2/24
Paediatric First Aid	Lisa Richardson	11/7/21	11/7/24
Paediatric First Aid	Sahila Bibi	11/7/21	11/7/24

Appendix 3: Information for first aiders regarding accident forms to go home to parents/carers



In the event of an injury/illness in school which has resulted in first aid being administered, a school form should be completed. First aiders must communicate with the class teachers about any injuries and treatment given; they must present them with the tear off slip for the child’s parent/guardian. The duplicate copies should be kept safe and once the sheet has been completed they are to be handed in at the school office to be filed/stored.

The accident forms must be completed correctly. Writing must be legible and words correctly spelt. The following information should be included:

- name
- date
- time
- class
- location of the incident
- nature of illness/accident
- details of and first aid administered
- whether parents are contacted and whether a pupil is sent home or to hospital

Date		Time		Pupil Name		Class / Form		Location of accident / incident		LA Accident Report No. (if applicable)														
Details of Treatment and Additional Comments										F2508 Completed <input checked="" type="checkbox"/>														
										Name of parent/carer contacted (if applicable)														
<table border="1"> <tr> <td>Bump/Bruise</td> <td>Vomiting / Nausea</td> <td>Nosebleed</td> <td>Headache/High Temperature</td> <td>Head Injury</td> <td>Cut / graze</td> <td>Asthma</td> <td>Other</td> <td>Parent contacted</td> <td>Unable to contact Parent.</td> <td>The child was well enough following First Aid to remain in school.</td> <td>The child was collected from school.</td> <td>The school is of the opinion that your child should consult a Doctor.</td> </tr> </table>										Bump/Bruise	Vomiting / Nausea	Nosebleed	Headache/High Temperature	Head Injury	Cut / graze	Asthma	Other	Parent contacted	Unable to contact Parent.	The child was well enough following First Aid to remain in school.	The child was collected from school.	The school is of the opinion that your child should consult a Doctor.	<p>IMPORTANT</p> <p>FOR THE ATTENTION OF THE PARENT / CARER</p> <p>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.</p>	
Bump/Bruise	Vomiting / Nausea	Nosebleed	Headache/High Temperature	Head Injury	Cut / graze	Asthma	Other	Parent contacted	Unable to contact Parent.	The child was well enough following First Aid to remain in school.	The child was collected from school.	The school is of the opinion that your child should consult a Doctor.												
<p>BEEVER PRIMARY SCHOOL TEL: 0161 770 8351</p>										<p>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</p>														
<p>Authorised Signature: _____</p>										<p>REPORT SLIP No. 0 1354 1</p>														

Head injuries

Any bump to the head, no matter how minor, is treated as a serious injury. All bumped heads should be treated with an ice pack and the adults in the classroom should carefully monitor the child and keep a close eye out for any signs of drowsiness or the child reporting feelings of nausea, impaired vision or headache. All bumped head incidents should be recorded by completing an accident form. Where concerns are held over bumped heads, phone calls are made home immediately. Regardless of the severity, in EYFS/KS1 calls are made after any bump to the head. In the event of a bumped head being reported to parents/carers, they will always be given the opportunity to come to school to check their child.

Examples of statements which may be written on first aid slips (these may be used as a guide)

- Collided with another child.
- Tripped/fell whilst running.
- Slipped on the steps.
- Hit with a ball whilst playing.
- Hit/caught with a skipping rope whilst playing.
- Bump to the head as a result of.....

- Cut/grazed hands or knees.
- No visible marks, lumps or bruises.
- Some redness and signs of bruising.
- No dizziness or drowsiness.
- Injury to mouth: bitten the inside of mouth/lip.
- Injury to mouth: some damage to teeth (wobbly or small chip)
- Nosebleed.
- Sprain to the wrist/ankle.
- Open wound on.....
- Stung on.....by.....

- The area/wound was cleaned with water and a sterile cleansing wipe.
- An ice pack was applied to reduce any swelling.
- A plaster was applied.
- A dressing was applied.
- A bandage was applied for compression.
- Mouth was rinsed out with water and the inside of their mouth/teeth were checked.
- Arm/leg was rested, elevated and an ice pack was applied.