



First Aid Policy

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors. The First Aid Policy applies to pupils, staff and visitors. The employer's duty of care extends to all employees and anyone on site.
- 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 Early Years foundation stage statutory framework, First aid in schools early years and further education, HSE First aid in work and Oxfordshire County Council First Aid guidance :

- 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
- Health and Safety (Safety Signs & Signals) Regulations 1996
- 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 Head Teacher is ultimately responsible for all operations within the school. Fiona Sykes, The School Business Manager, the school's appointed Health and Safety Officer oversees First Aid training and stock. The Inclusion Manager, is responsible for providing advice to support children with medical needs and for coordinating Individual Healthcare Plans (IHP) where needed. She is the point of contact with the School Nurse Team. The School Nurse Team will often lead on advising the school about medical needs.

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, provide immediate, appropriate treatment and support.
- Liaising with the class teacher to send pupils home to recover, where necessary
- Filling in an accident slip on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2 file copy only)
- Completing an Accident and Incident Witness Statement for serious accidents which require medical treatment, further investigation or reporting to Oxfordshire County Council.

Our school's first aiders are listed in appendix 1 file copy only. Their names will also be displayed prominently around the school. Currently the school has 24 members of staff who have received paediatric first aid training.

3.2 The local authority and governing board

Oxfordshire 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.

3.4 The headteacher

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

- Developed formalised arrangements for dealing with first aid based on the assessment of needs for the school. The arrangements must be adequate and appropriate to the circumstances and cover all people, equipment and activities on and off site and out of hours activities.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times and a competent person is available to take charge of an incident where a person becomes ill or injured.
- 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
- Overseeing 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 and do so to the best of their ability and in a timely manner
- Ensuring they know who the first aiders in school are
- Completing accident slips 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 by the school office team who will call following the advice given by the first aider and ask the parents to collect their child. There may be some instances when the class teacher or the School Business

Manager will make the call to parents. Upon their arrival, the first aider will recommend next steps to the parents

- If emergency services are called, the Headteacher/School Business Manager (SBM)/Office Administrator will contact parents immediately
- The first aider will complete an accident report slip on the same day or as soon as is reasonably practical after an incident resulting in an injury
- If a child has a head bump the office team will contact the parent, giving them the option to come and assess their child with advice to monitor their child after school

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times to cover Breakfast and After School Club.

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 (this may be in the form of an IHP or allergy action plan) any medication and associated equipment, inhalers and EPIPENS

Risk assessments will be completed by the Class teacher prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will be signed off by the Head Teacher, as the Educational Visits Co-ordinator, following a discussion if needed.

EY/Foundation Stage

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 Early Years foundation stage statutory framework

Years 1-6

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

The first aid kit will be clearly marked with a white cross on a green background in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996. The box will be regularly checked for quantity and date of items and re-stocked by the Caretaker.

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. Blue plasters are worn where food is prepared or served.
- Scissors
- Cold compresses
- Burns dressings
- Hypoallergenic plasters or surgical tape.

No medication, tablets, creams or lotions are kept in first aid kits. This includes prescribed medication for individual children, such as asthma inhalers or autoinjectors.

Disposable gloves and plastic aprons must be available for first aiders. Liquid soap, water and disposable drying materials should be available too.

First aid kits are stored in:

- The School Office
- Every School Block
- Staff Room
- Kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip 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, including all of the information included in the accident slip.
- A copy of the accident report slip will also be sent home with the child for their parent to see.
- Completing an Accident and Incident Witness Statement for serious accidents which require medical treatment, further investigation or reporting to Oxfordshire County Council. 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 Oxfordshire County Council

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 any serious accidents to Oxfordshire County Council (OCC) via the Health & Safety portal within 7 days. OCC will advise if the accident/incident needs to be reported to the HSE.

The School Business Manager will ensure that statistics showing the number of accidents are logged and the serious accidents / incidents are reported to Governors at the Resources Committee.

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 scalding 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 First Aider/Office Administrator 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 via the accident slip or a phone call/face to face at the end of the school day.

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 Oxfordshire County Council Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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 file copy only).

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. Defibrillators

A defibrillator is located in a secure cabinet outside the school office off the school hall. A key labelled AED is kept in the front office in a grey key box. The pads and batteries are checked every month.

9. Disposal

Bins are provided for the disposal of used first aid materials.

10. Communication

The First Aid Policy is sent electronically to all staff.

11. Monitoring arrangements

This policy will be reviewed by the Headteacher every three years.

12. Links with other policies

This first aid policy is linked to the

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