

SHELTON INFANT SCHOOL

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
- 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 by 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 Governing Body will ensure that the school employs a sufficient number of suitably trained First Aiders, including Appointed Persons First Aiders, Paediatric First Aiders and First Aiders at Work. The members of staff who are trained in First Aid are listed in Appendix One which is also displayed prominently around the school.

First Aiders are responsible for:-

- Taking charge when someone is injured or becomes ill
- Providing immediate and appropriate treatment

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover where necessary
- Completing records of administration of First Aid and accident forms, where appropriate

3.2 The local authority and governing board

Derby City 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 staff trained in First Aid are present in the school at all times and also on educational visits.
- 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary
- Providing sufficient first aid kits for the workplace
- Ensure all staff, pupils and visitors are aware of where to get first aid

4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders (appointed persons, paediatric first aiders and first aiders at work) in school are
- Informing the headteacher 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, the Headteacher or a senior member of staff, will contact parents immediately
- The Headteacher or senior 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 school 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 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using coaches, the school will take a clearly marked first aid box for each coach containing, at minimum:

- 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
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves

Risk assessments will be completed by class teachers and will be approved by the Educational Visits Co-ordinator and the Headteacher prior to any educational visit that necessitates taking pupils off school premises.

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.

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 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored :

- on the shelf near the playground exit,
- in the disabled toilet next to Class 3 and
- in the kitchen in nursery.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by staff on the same day or as soon as possible after an incident resulting in an injury
- Records held in the first aid and accident book will be retained by the school for a minimum of 21 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and the requirements of the Local Authority's insurers, and then securely disposed of.

6.2 Reporting to the Local Authority

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). Forms 2508 – Report of an Injury or Dangerous Occurrence – will be completed. Parents will be asked to sign these forms before copies are sent to the Local Authority.

Fatal and major injuries will be reported without delay (i.e. by telephone) to the Local Authority and followed up in writing within 10 days. The Local Authority will report and liaise with the Health and Safety Executive as appropriate.

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 Headteacher will report these to the Local Authority as soon as reasonably practicable and in any event within 15 days of the accident
- 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>

6.3 Notifying parents

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 (early years only)

The Headteacher 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.

7. Training

All first aiders complete recognised training courses which provide certificates to confirm the competence of delegates. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

The school arranges 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 and governors annually.

9. Links with other policies

This first aid policy is linked to the:

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

APPENDIX ONE

IN CASE OF ACCIDENT – CALL A FIRST AIDER

First Aiders include:-

First Aiders (First Aid at Work qualified)

Joanne Clark Tracey Radley

Paediatric First Aiders:-

Joanne Jackson
Gail Bongartz
Jo Deighton
Clair Edwards

Dean Village
Helen Haywood
Lindsey Wain

Sarah Hanson
Donna Simpson
Hannah Cornforth

Appointed Persons (Emergency First Aid at Work qualified)

Gail Bongartz	Lisa Boyle
Joanne Jackson	Jo Deighton
Joanne Ozols	Charmaine Simpson
Helen Haywood	Donna Simpson
Rachel Rudd	Carolyn Taylor
Joanne Butterworth	Clair Edwards
Rachel Baker	Lucia Jackson

Sarah Hanson
Tracey Radley
Karen Houldsworth
Lindsey Wain
Dean Village
Stacey Forde
Emma Curzon

First Aid Boxes

First Aid Boxes can be found on the shelf near the playground exit, in the disabled toilet next to Class 3 and in the nursery.

Tracey Radley is responsible for ensuring all First Aid Boxes have sufficient supplies.

Telephones

- Telephones are in the school office, Headteacher's office, Nursery and the staffroom.
- If an ambulance is required 999 should be called.
- After telephoning the ambulance check that the gates are open (key in office and Headteacher's office).
- Send a member of staff to the gates to guide the emergency services.
- Parents should be contacted immediately.
- All pupils must be accompanied to hospital.

Recording and Reporting

- All accidents should be reported and recorded according to the procedures detailed in the flowchart produced by the Local Authority – School Accident Reporting Procedures – a copy of which may be found in the Headteacher’s filing cabinet.
- All injuries should be recorded in the school accident book kept on the shelf near the playground exit. The nursery maintains its own accident book. Minor accidents

should be recorded on a post it and given to the teacher so that they can report them to parents at the end of the school day.

- Where children need to go home the office staff should be informed of the name of the child so that parents can be contacted.
- The Headteacher should be informed if a parent has been sent for.
- Accidents requiring hospital treatment or causing absence from work require more detailed reporting - see the Headteacher or in his absence a member of the Senior Leadership team.
- Any bumps to the head require a sticker to be worn by the child and parents to be informed by letter at home time, or by telephone depending on severity.

Witness Statements

Where an accident requires treatment beyond the school witness statements should be written as soon as possible and passed to the Headteacher.