

First Aid Policy

New Town Primary School



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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. If after taking all possible steps in your power you're unable to secure a staff member with a full PFA certificate, you must carry out a written risk assessment and

ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person and first aiders

The school's appointed person is the Office Manager. 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 on CPOMS
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed within 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 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 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
- 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, the Office Staff 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

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Trip Leader 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 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 the School Office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed on CPOMS 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
- The use of CPOMS will ensure that a copy of the accident report form is added to the pupil's educational record.
- Records held electronically in the first aid and accident section on CPOMS 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 197.

6.2 Reporting to the HSE

The Office 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 Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 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 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 will inform parents of any head, facial or serious accidents or injuries sustained by a pupil, and any first aid treatment given, on the same day. Pupils receiving first aid for any minor injuries, such as a graze, will be given a first aid sticker so parents are aware.

6.4 Reporting to Ofsted and child protection agencies

The Office Manager 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 Office Manager will also notify Brighter Futures for Children 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 1).

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 every two years. At every review, the policy will be approved by the Local Governing Board.

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

Appendix 1: list of trained first aiders and training log

Name / Type of Training	Staff who attended	Date attended	Date for training to be updated
12 hours Paediatric First Aid	Kate Hawkins	06.05.2021	06.05.2024
12 hours Paediatric First Aid	Hollie Appleton	06.05.2021	06.05.2024
12 hours Paediatric First Aid	Charlotte Gibson	06.05.2021	06.05.2024
12 hours Paediatric First Aid	Lauren Marcham	06.05.2021	06.05.2024
12 hours Paediatric First Aid	Tomasz Oblekowski	06.05.2021	06.05.2024
6 hours Paediatric First Aid	Kate Hawkins	06.01.2021	06.05.2024
6 hours Paediatric First Aid	Nicole Hughes	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Ian Groves	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Sandra Geary	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Claire Harrowell	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Sian Hester-Handcock	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Nikita Lambe	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Ellen Woollard	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Mary Corner	06.05.2021	06.05.2024
6 hours Paediatric First Aid	Anu Muddanna	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Emily Farahani	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Melanie Shackell	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Kim Sumner	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Shirley Phillips	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Sandeep Walia	04.01.2022	04.01.2025
6 hours Paediatric First Aid	Michelle Manson	04.01.2022	04.01.2025
6 hours Paediatric First Aid	Nargis Begum	06.05.2021	06.05.2024
6 hours Paediatric First Aid	Debbie Bolt	06.05.2021	06.05.2024
First Aid in the Workplace	Claire Long	10.06.2021	10.06.2024

Name / Type of Training	Staff who attended	Date attended	Date for training to be updated
Epilepsy	Melanie Shackell	02.09.2022	02.09.2023
	Sian Hester-Handcock	02.09.2022	02.09.2023
	Holly Appleton	02.09.2022	02.09.2023
	Nikita Lambe	02.09.2022	02.09.2023
	Nicole Hughes	02.09.2022	02.09.2023

The above First Aiders can all be contacted via New Town Primary School on 0118 937 5509 or by emailing admin@newtown.reading.sch.uk

Further information on the courses provided can be provided by the Operations Manager.