

Statutory Policy:

Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

First Aid Policy



New Town Primary School
School Terrace, Reading, RG1 3LS

Approved by:	Governing Board Committee
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Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
3.1. Appointed person(s) and first aiders	3
3.2. The governing board	4
3.3. The headteacher	4
3.4. Staff	4
4. First aid procedures	4
4.1. In-school procedures	4
4.2. Off-site procedures	5
5. First aid equipment.....	5
6. Record-keeping and reporting.....	5
6.1. First aid and accident record book.....	5
6.2. Reporting to the HSE.....	6
6.3. Notifying parents	6
6.4. Reporting to Ofsted and child protection agencies	6
7. Training	6
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of trained first aiders.....	8
Appendix 3: first aid training log.....	9

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](#) 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.

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.

3.1. Appointed person(s) and first aiders

The school's appointed Office Manager and Senior Leadership 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 (see the template in appendix 2)
- Keeping their contact details up to date
- Our school's 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.

3.3. 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)

3.4. 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:
 - Reception (at the desk)
 - Foundation Stage Rooms
 - Staff Room (for Staff members only)

6. Record-keeping and reporting

6.1. First aid and accident record book

Using our online safeguarding system (CPOMS) incidents will be recorded 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.

A copy of the record will be visible to any appropriate member of staff on this online safeguarding system.

These records will be retrievable on CPOMS for the duration of their enrolment with New Town Primary School.

6.2. Reporting to the HSE

The Office Manager and or Headteacher will report and record 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) via the online Management System.

The Headteacher 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 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 designated local child protection agencies 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 Office Manager / Headteacher and governing board every year. At every review, the policy will be approved by the headteacher and governing board committee.

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
- List any other related policies that your school has here, if applicable.

Appendix 1: list of trained first aiders

Staff member's name	Role
Miss Cornish	Headteacher
Mrs Hawkins	Deputy Headteacher
Miss Lambe	Assistant Headteacher
Miss Benjamin	Teacher
Miss Marcham	Teacher
Miss Moon	Teacher
Miss Phillips	Teacher
Mr Groves	Teacher
Mr Barrett	Teacher
Mrs Faranhani	Teacher
Mrs Harrowell	Teacher
Mrs Kolodziejczyk	Teacher
Mrs Younis-Zaman	Teacher
Mrs Rex	SENCo
Miss Sampson	Teaching Assistant
Miss Shackell	Teaching Assistant / Lunchtime Supervisor
Mrs Bolt	Teaching Assistant
Mrs Corner	Teaching Assistant
Mrs Wella	Teaching Assistant
Ms Begum	Teaching Assistant
Ms Muddanna	Teaching Assistant
Mrs Hughes	Office Manager
Mrs Gomez-Little	Reception and Administrator
Mrs Hussain	Reception and Administrator

Appendix 3: first aid training log

Name / Type of Training	Staff who attended	Date attended	Date for training to be updated
12 hours Paediatric First Aid	Miss Cornish	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Mrs Hawkins	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Miss Marcham	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Mrs Hughes	25.04.2023	06.06.2025
12 hours Paediatric First Aid	Mrs Hussain	22.03.2023	21.03.2026
12 hours Paediatric First Aid	Mrs Gomez-Little	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Miss Benjamin	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Miss Phillips	02.05.2024	02.05.2027
12 hours Paediatric First Aid	Miss Moon	02.05.2024	02.05.2027

Name / Type of Training	Staff who attended	Date attended	Date for training to be updated
6 hours Paediatric First Aid	Ms Begum	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mrs Faranhani	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Mrs Bolt	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mrs Corner	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mr Groves	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Mrs Harrowell	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Miss Lambe	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Miss Sumner	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Ms Muddanna	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Miss Shackell	06.06.2022	06.06.2025
6 hours Paediatric First Aid	Mrs Rex	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mrs Kolodziejczyk	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mr Barrett	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mrs Younis-Zaman	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Mrs Paxford	02.05.2024	02.05.2027
6 hours Paediatric First Aid	Miss Sampson	02.05.2024	02.05.2027

Name / Type of Training	Staff who attended	Date attended	Date for training to be updated
Epilepsy and Buccolam	Mrs Hughes	20.05.2024	20.05.2025
Epilepsy and Buccolam	Miss Marcham	20.05.2024	20.05.2025
Epilepsy and Buccolam	Miss Phillips	17.06.2024	17.06.2025
Epilepsy and Buccolam	Miss Moon	17.06.2024	17.06.2025