

First Aid Policy

Milford School



Filename:	First Aid Policy SLT/policies/First Aid 20		
Created:	1 st September 2020	Version No:	V1
Last revised by:	Lorraine Breen	Last revised:	September 2020
Review freq.	2 years	Next review:	September 2022
Other notes:	Update in line with any changes to guidance received		
Ratified	GB Meeting 7/10/20		

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

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

Roles and responsibilities

First Aiders

The school has 19 trained first aiders, 3 which are paediatric trained. They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Office Staff are responsible for:

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Sending pupils home to recover, where necessary
- Keeping parents contact details up to date
- Phoning parents to advise them when a pupil has bumped their head.

Governors

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-day tasks to the Head teacher and staff members

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

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

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, 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.
- If emergency services are called, the Head teacher or if not available, the Deputy Head teacher will contact parents immediately
- The relevant 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

Bumped Head Procedures – A bump which leaves a mark, bruise or bump anywhere on the head.

- Upon receiving a more serious bump to the head, which requires attention, the child will be sent to the school office.
- An ice pack will be applied
- Record the details in the accident book and the child is given a bumped head sticker
- Parent is phoned
- Child supervised at all times and not left alone until satisfied that the child is fit to return to class.
- On return to class the class teacher will be informed of injury and given a head bump leaflet to give to parents

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

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

There will always be at least one first aider on school trips and visits in Year 1 and Year 2

First aid equipment

First aid kits will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Hand sanitiser

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- The Hub
- Each classroom

Record-keeping and reporting

First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For all children who have received first aid a form will be sent home to inform parents. A copy of the form will remain in the First aid book, which is situated in each class.
- If the child has received a small bump to the head that leaves no mark, a form will be sent home to inform parents. A copy of the form will remain in the First aid book
- If the pupil receives a hard knock to the head or a bump where there is a red mark, cut or bruise to the face/head, then the office staff will fill out the bumped head report and parents will be informed and a bumped head leaflet will be given to the parent when they pick up their child.
- 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

Reporting to the HSE

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

The Headteacher will report these to 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 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>

Notifying parents

The class teacher, LSA or office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day

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 local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are encouraged to undertake first aid training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The School Business Manager will keep a register of all trained first aiders, what training they have received and when this is valid until.

The School Business Manager will arrange for Staff to renew their first aid training when it is no longer valid.

At all times, at least 2 staff members 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.

Monitoring arrangements

This policy will be reviewed every two years and reviewed by the full governing body.

Links with other policies

This first aid policy is linked to the

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

Appendix 1:

Trained first aiders

Lorraine Breen	6 hour first aid	Expires July 2023
Naomi Bruce	6 hour first aid	Expires July 2023
Emma Castro	6 hour first aid	Expires July 2023
Jenny Glaister	6 hour first aid	Expires July 2023
Andrea Harper	6 hour first aid	Expires July 2023
Lisa Hearsum	6 hour first aid	Expires July 2023
Lucy Heslop	6 hour first aid	Expires July 2023
Nicola Jones	6 hour first aid	Expires July 2023
Rose Kay	6 hour first aid	Expires July 2023
Becky Sewell	6 hour first aid	Expires July 2023
Katarina Smith	6 hour first aid	Expires July 2023
Lucy Smith	6 hour first aid	Expires July 2023
Laura Stanton	6 hour first aid	Expires July 2023
Helen Szczepanski	6 hour first aid	Expires July 2023
Jo Taylor	6 hour first aid	Expires July 2023
Matthew Wallbank	6 hour first aid	Expires July 2023
Mel Wells	6 hour first aid	Expires July 2023
Elaine White	6 hour first aid	Expires July 2023
Stephanie Millard	paediatric first aid	Expires February 2021
Rose Kay	paediatric first aid	Expires February 2021
Becky Sewell	paediatric first aid	Expires February 2021