



## Weston Village Primary School

# First Aid Policy

Version 2.0

Staff/ Committee involved in development:	Thomas Cutts, Charlotte Armitt, Sam Hornby
For use by:	Whole School Staff
Policy relates to statutory guidance:	Statutory Framework for the Early Years Foundation Stage, The Health and Safety (First Aid) Regulations 1981, The Management of Health and Safety at Work Regulations 1992, The Management of Health and Safety at Work Regulations 1999, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, Social Security (Claims and Payments) Regulations 1979
Key related policies:	<ul style="list-style-type: none"><li>• Health and safety policy</li><li>• Risk assessment policy</li><li>• Policy on supporting pupils with medical conditions</li><li>• Administration of Medication policy</li></ul>
To be reviewed in the light of operating experience and/or changes in legislation	

**Presented to the Leadership and Management Committee on 3<sup>rd</sup> November 2022 and subsequently approved and adopted on the same date**

**Tim Lloyd, Chair of Leadership and Management Committee**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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. Statutory requirements

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 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

At least one person who has a current paediatric first aid certificate must be on the premises at all times. Beyond this, we ensure that up to 8 staff have a paediatric first aid certificate and that the vast majority of staff are suitably trained emergency first aiders to care for pupils, visitors and employees in case they are injured on-site. 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.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are Thomas Cutts, Sam Davies and Charlotte Armitt.

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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed persons and 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 appointed persons and 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Reporting accidents/incidents to parents as appropriate e.g. through an accident form, telephone call, class dojo message
- 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, a member of the school admin team 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 Bumps, Bruises and Cuts**

The most common injuries in school are small bumps, bruises and cuts. Where a child has a small bump or bruise, a cold compress should be applied to reduce swelling. Any injury that requires first aid from an adult, must be recorded in the accident book with a copy sent home. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident book and a major incidents should be recorded on PRIME.

##### **4.3 Bumps to the Head**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack and observed closely. Parents and Guardians must be informed by

Telephone. Where a parent cannot be contacted through the telephone, every effort should be made to pass the message on to parents e.g. via class dojo or leaving a voicemail. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident book. Children with a bumped head should be closely monitored for any other symptoms that may suggest concussion or compression.

#### **4.4 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 lead teacher for the trip and uploaded / approved on Evolve 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 Reception class 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
- Disposable vinyl 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 medical room
- All classrooms

- The school kitchens

It is the responsibility of the class teachers to ensure their classroom first aid kits are well stocked. If stock becomes low, staff are to inform Samantha Davies.

## **5.1 Defibrillator**

Weston Village Primary School has an on-site defibrillator in the event a child or adult is unconscious and unresponsive. Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. The defibrillator is located in the school office, mounted on the wall. Staff are trained in using the defibrillator as a part of the emergency first aid training which includes CPR training. It is important that the defibrillator is checked regularly to ensure batteries are intact and defibrillator is working. Both the adult and child pads have an expiry date so new pads will need to be ordered to ensure the defibrillator can work effectively. Named persons responsible for the storage and upkeep of the defibrillator are; Thomas Cutts, Samantha Davies and Charlotte Armitt.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider on the same day 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 (appendix 2)
- A copy of the accident report form will also be added to the pupil's bag to take home to parents
- Records held in the first aid and accident book will be retained by the school from the date of the child's birth + 25 years and for adults date of incident + 7 years as per The Retention of Documents Guidelines version 3.1 - local government documentation

### **6.2 Reporting to the HSE**

The School Business Manager will keep a record on Prime 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 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 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
- 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
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

**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 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**

The class teacher 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 Head teacher 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 Head teacher will also notify Cheshire East Consultation Service (CHECS) or Staffordshire First Response Team (as appropriate) 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. Although at Weston Village Primary School, we recognise it is best practice to have as many staff trained in first aid as possible.

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 in school 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 School Appointed Person for First Aid (Charlotte Armitt) every 2 years.



At every review, the policy will be approved by the headteacher and full 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**



# PAEDIATRIC & EMERGENCY FIRST AIDERS

Charlotte Armitt- FAaW

Sam Hornby- P

Emma Grindley-P

Tom Cutts-P

Terri Lawton -P

Audrey Machin

Sam Davies

Fay Watkins

Maria McKenzie

Jenny Wright

Jenny Buckley

Emma Loveland

Jackie Bate

Helen Mitchell

Jackie Bedford

Carol Chadwick

Kirsty Lister

Gill Shearer

Stephanie Bell

Richard Robinson

*Updated: Sep 2021*


## Appendix 2

Scan of accident report form.

## ACCIDENT / INCIDENT / ILLNESS REPORT FORM

### FOR THE ATTENTION OF THE PARENT / CARER

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.

Pupils Name:		Class / Form:	
Location of accident / incident:		Date:	Time:
		LEA Accident Report No. (If Applicable)	
Detail of Treatment:		Additional comments:	
Bump / Bruise		Mark Location of Injury Front / Back <div style="text-align: center; margin-top: 20px;">  </div>	
Vomiting / Nausea			
Nosebleed			
Headache / High Temperature			
Head Injury			
Cut / Graze			
Asthma			
Other			
The child was sent / taken to hospital		Name of parent / carer contacted (if applicable)	
Parent/carer Contacted		Time:	
Unable to contact Parent / carer		By Who:	
The child was well enough following First Aid to remain in school		Time:	
The child was collected from school		Report Form No. <b>40210</b>	
The school is of the opinion that your child should consult a doctor			
Authorised Signature:			

### Appendix 3



## Weston Village Primary School

### First Aid- Staff Training Log

Qualification	Staff	Date Undertaken	Renewed by
Emergency First Aid	Tom Cutts, Terri Lawton, Sam Hornby, Charlotte Armitt, Audrey Machin, Sam Davies, Fay Watkins, Maria McKenzie, Jenny Wright, Jenny Buckley, Richard Robinson, Stephanie Bell, Emma Loveland, Jackie Bate, Helen Mitchell, Jackie Bedford, Carole Chadwick, Kirsty Lister, Gill Shearer, Alison Eden	24 <sup>th</sup> October 2019	October 2022
First Aid at Work	Charlotte Armitt	30 <sup>th</sup> January 2020	January 2023
Paediatric First Aid	Sam Hornby, Emma Grindley,	21 <sup>st</sup> January 2020	January 2023
Paediatric First Aid	Tom Cutts, Terri Lawton	5 <sup>th</sup> & 6 <sup>th</sup> July 2021	July 2024

