

# FOREFIELD COMMUNITY INFANT & NURSERY SCHOOL



## FIRST AID POLICY

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## Overview

From time to time whilst children are in our care they will get injured or become unwell and require first aid. Every member of staff is in 'loco parentis' and will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school, members of staff who have been trained in First Aid and, when necessary, the help of one of these staff members should be sought as soon as possible. First Aid equipment is available in school and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency services should be called or the child should be escorted to hospital.

### 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 advice from the Department for Education on first aid in schools, 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, 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

### **3. Roles and responsibilities**

At least one person who has a current paediatric first aid certificate will be on the premises at all times. There will also be a sufficient number of suitable trained first aiders to care for employees in case they are injured at work

Miss Dawes has responsibility for producing and maintaining the Asthma Register.

Mrs Boardman has responsibility for collating any medical information regarding individuals with medical and/or dietary needs and for producing and maintaining a Central Medical File which is shared with staff and visitors as appropriate.

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

The school's appointed persons are **Susan Gregory and Fiona Dawes**. 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

Induction procedures are in place to ensure that visitors and newly appointed staff are made aware of first aid procedures.

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
- Completing first aid slips
- Checking bumped head injuries and countersigning bumped head notes as appropriate
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template Appendix 1)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in Appendix 2. Their names will also be displayed prominently around the school.

#### **3.2 The local authority and governing body**

Sefton MBC 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 body.

The governing body 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/or 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 and/or appointed persons in school are
- Completing accident reports (see Appendix 1) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

All medical equipment (eg inhalers, insulin, epi-pens) pertaining to individual children in school will be stored in 'grab bags' which will be kept in a prominent position in class and should be taken with the class for example when they go outside for PE.

A school inhaler and a school epi-pen are kept in the office.

In the event of an accident resulting in a minor injury (eg cut or graze, bump to head):

- The closest member of staff present will assess the seriousness of the injury and, if appropriate, ensure the child is accompanied to the first aid area where a qualified first aider will provide the required first aid treatment
- A first aid slip or bumped head note will be completed and sent home with the child to inform parent/carer of injury sustained and treatment administered.

In the event of an accident resulting in a more serious injury (eg head injury or suspected broken limb):

- The closest member of staff present will assess the seriousness of the injury and if necessary call for a first aider who 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

- Staff will check for information held regarding the child in the Central Medical File and inform the first aider
- 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 or appointed person will recommend next steps to the parents
- If emergency services are called, then a member of the Senior Leadership Team will contact parents immediately
- Should a child be sent to hospital in an ambulance they will be accompanied by an appropriate member of staff
- The first aider/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 a significant 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 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 one 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
- 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 but is stored in a lockable fridge or cabinet close to the school office.

First aid kits are stored in:

- The school office
- Nursery
- Classrooms
- First aid areas
- The school kitchens

The member of staff responsible for the replenishing of first aid supplies is Miss Dawes and staff should inform her when stock is running low.

School has a Defibrillator which is located outside of the school office

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

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

- All first aid incidents will be entered in the first aid book
- All entries in the first aid or accident books **MUST** be written in pen.
- When a child receives first aid a blue slip or a bumped head note will be completed and sent home with pupils informing parents/carers of the nature of the injury sustained and any treatment administered
- An accident form will be completed by the first aider/relevant member of staff 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 1
- A copy of the accident report form will also be added to the pupil's educational record on CPOMS by Miss Dawes/Mrs Boardman
- 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, and then securely disposed of.

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

The School Premises and Business Manager (Mrs Gregory) 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 School Premises and Business Manager (Mrs Gregory) 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. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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) which covers more than 10% of the body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- 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 School Premises and Business Manager (Mrs Gregory) will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- 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
  - 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 occupational exposure to a biological agent
- 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 School Premises and Business Manager (Mrs Gregory) will inform parents/carers of any accident or significant injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called. For minor injuries parents/carers will be informed by a first aider via a completed first aid slip or bumped head note.

### **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 the Sefton Local Safeguarding Children Board 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 subject to training availability.

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 2).

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 2 years.

At every review, the policy will be approved by the PDBA governing body committee.

## **9. Links with other policies**

This First Aid policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Policy

**Appendix 1: Accident Report Form**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

**Appendix 2: List of appointed person(s) for first aid and trained first aiders**

FORENAME	SURNAME	FIRST AID AT WORK	PAED FIRST AID	EMERGENCY FIRST AID	OUTDOOR FIRST AID	CPR & DEFIB
Susan	Gregory	11.03.23				11.03.23
Nicola	Porter	11.03.23				11.03.23
Carol	Baxter		02.09.23			02.09.23
Lorraine	Harvey		02.09.23			02.09.23
Ann Marie	Kearney		02.09.23			02.09.23
Katherine	Kinnaird		02.09.23			02.09.23
Emma	McNally		02.09.23			02.09.23
Sarah	Murphy			04.01.24		04.01.24
Heather	Smith			04.01.24		04.01.24
Avril	King			04.01.24		04.01.24
Fobna	Ahmed			04.01.24		04.01.24
Ellie	Davies			04.01.24		04.01.24
Angela	Hassall		12.04.24	04.01.24		12.04.24
Jusna	Ali		12.04.24			12.04.24
Laura	Edwards		12.04.24			12.04.24
Lynne	Farrington		12.04.24	04.01.24		12.04.24
Victoria	Osborne		12.04.24			12.04.24
Ceri	Thomas		12.04.24			12.04.24
Trudy	Boardman		12.04.24			12.04.24
Kelly	Armstrong		12.04.24			12.04.24
Clare	Ibbotson		12.04.24			12.04.24
Jo	McQueen		12.04.24	04.01.24		12.04.24
Avril	Birch	29.04.24				29.04.24
Fiona	Dawes	02.12.24				02.12.24



