



FIRST AID POLICY

Document Change History.

Version no	Date	Change made by	Brief details of change
1.0	14.09.16		<i>Policy Created</i>
1.1	12.12.18		Policy Modified to add review dates
1.2	02.10.20	Bursar	Document change history added and footer amended to add version number, date and page numbers. Review dates amended on last page.
1.3	21.11.24	Head	
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Document Review History.

Review Date	Reviewed by	Comments
<i>October 2018</i>	<i>Curriculum Committee</i>	<i>Policy reviewed</i>
30.09.2020	Curriculum Committee	Policy reviewed – no changes
03.11.2021	Curriculum Committee	Policy reviewed – no changes – history and footer updated
05.10.2022	Curriculum Committee	Reviewed – no changes
20.11.2024	Full Governors Committee	Approved

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex County Council Policies and Procedures.

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 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.

Objectives

- To appoint the appropriate number of suitable trained people as Appointed Persons and First Aiders which meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the Schools First Aid arrangements.
- To keep accurate and up to date accident records and to report to the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Maintain effective liaison with Agencies i.e. School Nurse, Physiotherapist etc.

Qualified First Aiders

Aldingbourne Primary School has 4 Qualified First Aiders, Mrs Suzie Higgo (lead first aider), Mrs Anne Francis, Mr Lee Trent and Mrs Kate Luxford who have successfully completed a 3 day course in 'First Aid at Work' delivered by St Johns Ambulance. Their main duty is to give help to an injured person. The lead first aider is also responsible for the upkeep of all main First Aid boxes. Each year group has at least one Teaching Assistant who has undertaken the Emergency first aid at work course.

First aider - A first aider is someone who has undertaken training and has an HSE approved qualification. This means that they must hold a valid certificate of competence in either: first aid at work (FAW); or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

In establishments providing education or care to children under five, there must always be at least one person on the premises with a paediatric first aid certificate. At present, we have 2 staff trained in this and one works in the EYFS setting.

Appointed Persons - The school has 1 appointed person (plus a deputy in case of absence). The role of an appointed person includes looking after first aid equipment and facilities and calling the emergency services when required.

Health and Safety Regulations state that the number of first aiders and appointed persons must be according to risk. The following table shows how many members of staff are currently first aid trained at Aldingbourne School.

The Headteacher must assess the risk of injury locally and decide whether more first aiders and appointed persons are necessary.

Qualification	Number of staff
First Aiders at Work	4
Emergency First Aiders at Work	7
Paediatric first aiders	2

Our Procedures

First Aiders are responsible for assessing injury or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for an assessment or further treatment, or making an emergency call to summon an ambulance.

In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct.

Urgent treatment should not be delayed to consult with parents or carers. The current first aid Manual is the 10th edition published by Dorling Kindersley in 2014, together with Guidance on First Aid for Schools DfE is available with the main First Aid kit.

WSCC Insurance covers any claims that may be made against first aiders as long as:

- The treatment was given in good faith
- It was in the course of their work
- It was given to someone on WSCC premises, or to someone who is associated with WSCC.

Pupils with Long Term Medical Conditions

All pupils with a long term medical condition will have a Health Care Plan. This information is located in the School Office medical records, the individual child's file and a copy is held in the child's class. The plans should be referred to in the event of the pupil requiring first aid and should be passed onto a Paramedic should an Ambulance be called upon. Pictures of pupils with very serious medical conditions are on display in the staff room. For children with medical needs the school should normally take no more than two weeks to action this when notified of a medical condition or transition from another school.

First Aid Kits

First Aid kits are available for all off site visits and sporting events and are stored in the Medical Room.

First Aid Boxes

These are marked with a white cross on a green background and are located in the medical room in the School Office. There are also smaller first aid boxes which are always ready and available should they be required in a different location. The first aid kits are regularly maintained and refilled.

Medical Accommodation

We have a medical room located within the School Office. It is well lit and near the main entrance and has good access to the car park/horseshoe drive area.

The room is equipped with:

First aid equipment, a sink with hot and cold running water, soap and paper towels

Disposable gloves

Drinking water

First aid box and materials

Seating and a small mattress with waterproof, wipe clean protection

Clean blanket and pillows

Record book

Current edition of the First Aid Manual

A copy of the Health Protection Poster 'Guidance on Infection Control in Schools and other Child Care Settings.

Learning Activities

All lessons that have identified risks are covered by a risk assessment and staff are required to follow subject specific guidelines, e.g. Science wearing goggles when handling chemicals or PE the use of gymnastic equipment.

First Aid Procedures

1. 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.
2. First aider to assess seriousness of the injury and decide if further assistance from a colleague or the emergency services is needed. First aider to also decide if child /casualty should be moved or placed in a recovery position.
3. If a child has bumped their head, protocol for assessing a child, recommended by WSCC, is followed. If the child's bump is deemed mild or low risk, a parent **MUST** be called to advise them and the class teacher informed of the incident. The teacher will continue to monitor the child's condition throughout the rest of the school day. The child's parents may wish to collect the child from school for further monitoring. For head bumps deemed medium to high risk, the emergency services and parents would be notified as per the protocol advised.
4. School Office Manager/Lead First Aider to be informed of more serious injuries/accidents and will inform parents when appropriate.
5. If the school judges that a pupil is too unwell to remain in School, the parents will be contacted and asked to collect their child.
6. All accidents/injuries, excluding minor injuries on the playground, are to be recorded using our online accident reporting form.
7. If parents are required to collect a child due to the seriousness of an injury, the office staff are to recommend the parent seeks medical advice.
8. If emergency services are called, parents must also be contacted immediately.

If accident/injury occurs to a member of staff/adults working in the school the above procedures should be followed. All injuries to be recorded in the accident and incident file in the relevant section and reported to the WSCC.

Play-Time

The appropriate adult supervision is organised by the Headteacher to ensure all areas of the outside environment are covered by responsible staff. The outdoor first aid station is manned by a trained first aider. Minor incidents will be dealt with by the team outside, however if a more serious injury occurs, the team will be assisted by a qualified first aider.

Educational Visits

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 and checked by the Educational Visit Coordinator 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 EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Extra-curricular Activities On Site

The Lead First Aider, is the nominated first aider to support club leaders in the event of an accident or injury.

Roles & Responsibilities

The Governing Body

The Governing Body 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.

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

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 where a first aider/appointed person is not called
- Informing the headteacher of any specific health conditions or first aid needs

Record-Keeping and Reporting

First aid and accident record book

- An accident form (Book) will be completed by the first aider/relevant member of staff using an incident form 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 accident report form will be added to the online reporting using WSCC system.
- 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.

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 Headteacher 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. If a child has bumped their heads parents will receive a phone call immediately after the incident.

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 Local Authority and Duty and Advice (if appropriate) of any serious accident or injury to, or the death of, a pupil while in the school's care.

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,

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.

Monitoring and Review of Health and Safety Arrangements

A yearly check of all First Aid Procedures will be carried out by the Headteacher in conjunction with an appointed Health and Safety Governor.

Termly monitoring of the First Aid Records and procedures will be overseen by the Headteacher to identify any issues or safety concerns.

To be reviewed every 2 years by The Curriculum Committee

Last Reviewed October 2024

Next review October 2026