

Billesley Primary School First Aid Policy

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Appendix 1: list of trained first aiders

1. Aims

- 1.1 Ensure the health and safety of all pupils, staff and visitors.
- 1.2 Ensure that all staff are aware of their responsibilities.
- 1.3 Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Roles and responsibilities

2.1 Appointed persons

The school's appointed persons are: Wendy Lune, Julie Williams and Lydia Spinks. They are responsible for:

- Offering advice and guidance where required.
- Ensuring that there is adequate medical supply in first aid kits and replenishing kits as and when necessary.

2.2 First aiders

First aiders are trained (see section 6) are qualified to carry out the role and responsible for:

- Acting as first responders to any accidents. They will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Ensuring an ambulance has been called, where necessary.
- Sending pupils home to recover, where necessary, in consultation with a member of SLT.

First aiders are listed in appendix 1 and their names are displayed clearly in every year group, the dinner hall and PE hall. First aiders are available to support during the school day as required, however where possible, Wendy Lune or Julie Williams should be the first points of first aid contact.

2.3 TEFAT

TEFAT has ultimate responsibility for health and safety matters in school, but delegates responsibility for the strategic management to the Principal. The Principal delegates operational responsibility to the Vice Principal responsible for safeguarding.

2.4 The VicePrincipal

The Assistant Principal, supported by the SENCo, Deputy SENCo and School Business Manager 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, up-to-date training and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring, in conjunction with the School Business Manager, that appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that, in conjunction with the School Business Manager that, when necessary accidents are reported TEFAT and to the HSE (see section 5)
- Ensuring that first aid provision is reviewed regularly to monitor the effectiveness of provision and ensure standards are being met.

2.5 School Business Manager

The School Business Manager will make a suitable and sufficient assessment of the risks to the health and safety of the employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

2.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures for minor incidents and accidents.
- Ensuring they know who the trained first aiders are in school and calling upon them when required.
- Completing an [online accident report](#) if they were the member of staff present at the time of an accident and when a first aider was called upon for support.
- Completing a minor incident paper slip (in duplicate) if they were the member of staff present at the time of the incident but when a first aider was **not** required to attend. E.g. a minor graze, scratch or bump requiring nothing more than TLC, a cold compress or a plaster.
- Ensuring that their first aid kit is adequately stocked and is taken wherever the children go. Staff should speak with Julie Williams or Wendy Lune for all their first aid replenishment needs.

3. First aid procedure

3.1 In-school procedures

In the event of an accident resulting in injury:

- The 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 another first aider, 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 the recovery position
- If the first aider judges that a pupil is too unwell to remain in school, after referral to SLT, parents will be contacted and asked to collect their child.
- If emergency services are required the attending member of staff is permitted to make the call. SLT must be made aware immediately. SLT will contact parents.
- The member of staff present at the time of the accident will complete an [online accident](#) report form on the same day or as soon as is reasonably possible after the accident/injury.
- If the injury is deemed minor and requires minimal care e.g. TLC, a cold compress or a plaster, **then a first aider is not required** and care can be given by the member of staff present. The member of staff should complete a minor incident paper report (in duplicate).

3.2 Off-site procedures

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

- A mobile phone and contact details for school
- A fully stocked first aid kit
- Information about specific medical needs of all pupils
- The class medical bag or individual's children's medicine if not off-site as a class.
- Parent's contact details.
- A trained first aider in attendance.
- Know the details of the local hospital.

Risk assessments will be completed by the off-site visit lead prior to children being taken off the school premises. These are checked and signed off by the Educational Visits Lead. See the [Educational Visits Policy](#).

3.3 Body spillages, including vomit

No adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. The Office will contact the BSS on duty and they will clean the area.

4. First aid equipment

4.1 First aid kits

A first aid kit will include:

- A leaflet giving general guidance on first aid (e.g. HSE's leaflet Basic advice on first aid at work)
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- Medi-wipes
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped unmedicated wound dressings
- Medium-sized sterile individually wrapped unmedicated wound dressings

- Disposable gloves (for advice on latex gloves please see Selecting latex gloves)
- Paper towels
- Minor incident report book

Medication is not kept in first aid kits. Any medication required by children should be stored in the class medical bag.

4.2 Location

First aid kits are stored in the following places:

- All classrooms
- In the main office
- In the kitchen

All dinner supervisors carry a first aid kit (and the class medical bag). All staff covering a playground duty should carry a first aid kit (and the class medical bag).

5. Record keeping and reporting

5.1 Minor incidents

- Minor incidents are deemed such when a trained first aider is not required, the injury is superficial and any treatment is minor e.g. TLC, a cold compress or a plaster. Typically a minor incident would not leave a mark or leave only a superficial mark e.g. a small cut, graze or bump.
- In these instances, the member of staff present should complete a minor incident paper slip (in duplicate). The top copy should be given to parents at the end of the day.
- If the minor incident is a bump to the head then parents should be called to inform them of the bump and should be offered the option of coming to school to assess their child. The office staff will make the call at the request of the staff member dealing with the incident.

5.2 Accidents

- Accidents are deemed such when a trained first aider is required to attend and the injury is more than superficial e.g. a nasty cut, graze, bump, or worse.
- In these instances, the member of staff present should (at the first available opportunity) complete an [online accident report](#) form and call parents to inform them of the accident. Parents should be offered the option of coming into school to assess the injury.
- If a dinner supervisor was in attendance when the accident took place, they should inform the class teacher who will support them to complete an [online accident report](#).
- The accident will be uploaded to the child's individual profile on Scholar Pack under 'Ancillary' by the School Business Manager.

5.3 Record keeping timeframes

- Records held in the minor incident report book and the online accident report records 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.

5.4 Reporting to the HSE

- The School Business manager 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) and will

report these to TEFAT as soon as is reasonably practicable. TEFAT will complete the RIDDOR report on the school's behalf

Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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

6. Training

6.1

- All first aiders will complete a training course and hold a valid certificate of competence. These will be stored in school.
- The School Business Manager maintains a record of all trained staff, what training they have received and how long the training is valid.
- The school Business Manager will monitor training and arrange for training updates /retraining as required ensuring adequate first aid cover in school at all times.
- Training for staff will be either:
 - Paediatric first aid (EYFS staff, Wendy Lune, Sports Staff, After school club staff (Dale James & Niall Connolly)
 - First aid at work (teachers and TAs)
 - Basic Emergency First Aid (Dinner supervisors)

All staff at Billesley Primary School have a duty of care to the children in our school.

This policy is based on the statutory framework for the Early Years Foundation Stage advice from the Department of 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 states 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 Occurrence Regulation \(RIDDOR\) 2013](#) which states that some accidents must be reported to the health and safety executive (HSE) and set out the time frame for this and how long records of such accidents must be kept
- [Social Security \(claims and payments\) Regulations 1979](#), which set out rules in 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 funding agreements, and articles of association.

Appendix 1:

Paediatric first aid	First aid at work
Laura Fern	Donna Rafter
Hannah Lippett	Hannah Qamar
Bryony Maddocks	Ben Buswell
Liz Payne	Ann Marie Hannah
Craig Fortey	Megan Bisseker
Sarah McInerney	Julie Leach
Sobia Durrani	Lydia Spinks
Nabiya Bi	Kerry Cockayne
Tracey Vickers	Vicky Boardley
Dale James	Mike Mountford
Wendy Lune	Julie Williams