



CHRISTOPHER  
RAWLINS  
CE  
PRIMARY  
SCHOOL



*Compassion, Peace and Service*

## **First Aid Policy**

Following Jesus' teachings about peace and love, we strive to develop our school family into people who will serve the community they live and work in with respect and compassion. We encourage everyone to develop their unique talents, achieve their full academic potential and take pride in all they do.

<b>Chair of Governors</b>	Mr I Bailey
<b>Headteacher</b>	Mrs S Smith
<b>Staff</b>	Mrs T Ostler
<b>Date</b>	September 2021 (updated Jan 2022)
<b>Adopted by the Local Governing Body on:</b>	23 <sup>rd</sup> September 2021
<b>Date of Next Review:</b>	September 2022

## Contents

1. Aims .....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures.....	4
5. First aid equipment .....	6
6. Record-keeping and reporting .....	6
7. Training.....	8
8. Monitoring arrangements.....	8
9. Links with other policies.....	8
Appendix 1: Appointed Persons(s) for First Aid and/or Trained First Aiders .....	9
Appendix 2: Accident Report Form .....	10
Appendix 3: First Aid Training Log.....	11
Appendix 4: Actions To Be Taken In Cases Of Serious Injury/Illness In School.....	12

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### 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 regard 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 Early years foundation stage: coronavirus disapplication’s guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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**

As a school with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate will be on the premises at all times. During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps in our power we are still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are. Beyond this – and dependent upon an assessment of first aid needs – we will usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, having taken into account the nature of employees' work, the number of staff, and the location of the school, as a minimum, we shall always have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

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.

**During coronavirus:** The Headteacher will discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

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

The school's appointed person and first aiders 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 1);
  - Keeping their contact details up to date. Our school's appointed person(s) and first aiders are listed in Appendix 2 and the periods of validity of their training are listed at Appendix 3.

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 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 for all incidents they attend to;
- 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. **Details of actions to be taken in case of serious illness or injury are at Appendix 4;**
- 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, the Office Staff 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.

#### **During coronavirus:**

We will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

First aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay

particular attention to sanitation measures immediately afterwards including washing their hands.

#### **4.2 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 Trip Leader 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 school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

#### **During coronavirus:**

We will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

#### **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;
- Safety pins;
- Disposable 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:

- KS1 corridor;
- FS unit;
- LKS2 corridor;
- UKS2 corridor;
- Basic bumbags in each classroom;
- Travel First aid kits and supplies stored in medical room.

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

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

- An accident form will be completed by the first aider or 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 2
- 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 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).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 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>

### **6.3 Notifying parents**

The office staff 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 office staff 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 any local child protection agencies 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.

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 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 Appointed Person, Headteacher and Governing body every 2 years. At every review, the policy will be approved by the governing body after being discussed at FPP committee.

### **9. 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

### Accident Report Form – Duplicate book forms are also used

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<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>			
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.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

## Appendix 2

### List of Appointed Persons(s) for First Aid and/or Trained First Aiders

STAFF MEMBER'S NAME	ROLE
Mrs Teresa Boulton	Teaching Assistant
Mrs Liz Calvert	EYFS Teaching Assistant
Mrs Lorraine Golding	Lunchtime Supervisor
Mrs Tracey Hall	Teaching Assistant
Miss Nicky Henson	EYFS Teacher
Mrs Tracy Ostler	SLT - UKS2 Teacher - Lead First Aider Teacher
Mrs Kate Maclean	LKS2 Teacher
Mrs Nadine Sambrook	LKS2 Teacher
Mrs Maggie Smith	Teaching Assistant
Mrs Michele Street	Teaching Assistant
Mrs Debbie Russell	EYFS Teaching Assistant
Mrs Carol Glover	Office Staff – Appointed Person
Miss Alice Rea	KS1 Teacher
Mrs Sarah Loveridge	Teaching Assistant
Mrs Tami Battle	EYFS Teacher

## Appendix 3

### First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE ATTENDED	VALID UNTIL
First Aid	Mrs Teresa Boulton	April 2021	April 2024
First Aid	Mrs Liz Calvert	January 2020	January 2023
First Aid	Mrs Lorraine Golding	January 2020	January 2023
<del>First Aid</del>	<del>Mrs Tracey Hall</del>	<del>February 2019</del>	<del>February 2022</del>
Paediatric First Aid	Miss Nicky Henson (Mrs Heath)	September 2020	September 2023
First Aid	Mrs Kate Maclean	March 2020	March 2023
First Aid – Level 3	Mrs Tracy Ostler	September 2020	September 2023
Paediatric First Aid	Mrs Nadine Sambrook	September 2020	September 2023
First Aid	Ms Maggie Smith	April 2021	April 2024
First Aid	Mrs Michele Street	April 2021	April 2024
First Aid	Mrs Debbie Russell	Feb 2020	Feb 2023
Paediatric First Aid	Mrs Carol Glover	Feb 2021	Feb 2024
Paediatric First Aid	Miss Alice Rea	Feb 2022	Feb 2025
Paediatric First Aid	Mrs Sarah Loveridge	Feb 2022	Feb 2025
Paediatric First Aid	Mrs Tami Battle	Mar 2022	Mar 2025
Paediatric First Aid			

## **Appendix 4**

### **Actions To Be Taken In Cases Of Serious Injury Or Illness In School**

- If any member of staff has concerns regarding a child's health they will contact a first aider and ideally the Headteacher or Assistant Headteacher;
- In the case of serious concern, the school will call for an ambulance. Due to the seriousness of the situation, this decision can be taken by the first aider or a member of the SLT;
- Immediately inform the Headteacher or, in her absence, the most senior member of staff on site;
- The Head Teacher will then ensure that the parents are contacted and seek their agreement to meet the ambulance at the hospital;
- If the child stops breathing a trained school staff member will administer CPR. In some cases, parents may have given the school a protocol to be followed in the event of a serious health incidence. In rare cases, this may include a request that mechanical resuscitation is not administered. However, whilst the school respects the parents' preference in this matter, due to the statutory responsibility imposed on the school regarding "duty of care", the need for school staff to administer manual CPR overrides such preference. Once the ambulance has arrived at school, the child is given over to their care and it is the ambulance team's decision as to where the child is taken or which form of treatment is administered;
- Where the parents have given the school a protocol to be followed in the event of an emergency medical issue occurring - e.g. no resuscitation - this protocol will be handed to the paramedics;
- Any change in circumstance following the first call to parents should be reported to them as soon as possible;

**NB: Staff must not impart shocking or worrying news to a parent if they are travelling in a car alone.**

- Once the child is placed in the ambulance a member of staff will be appointed to travel to the hospital either in the ambulance or in their own transport. The purpose of this is to be a familiar face to the child's family on their arrival at the hospital. This person will remain in regular contact with Headteacher and/or the Deputy Headteacher.