



First Aid Policy



Approved by:

Resources Committee

Ratified: 26th November 2019

Last reviewed on:

26th November 2019

Next review due by:

Autumn 2022

Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Roles and responsibilities	2
4. First aid procedures	3
5. First aid equipment	4
6. Record-keeping and reporting.....	5
7. Training.....	6
8. Monitoring arrangements	6
9. Links with other policies	6
Appendix 1: first aid form	7

.....

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](#), 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 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

3.1 Appointed person(s) and first aiders

The school will maintain a minimum of three appointed persons at all times. They are responsible for:

- Taking charge when someone is seriously injured or becomes ill beyond day-to-day first aid requirements
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits in conjunction with the Finance Manager and SENCo
- Providing advice for other trained first aiders regarding calling an ambulance or other professional medical help 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 a first aid form on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix)
- Keeping their contact details up to date

A list of our school's appointed persons and first aiders is kept up-to-date by the administration team and displayed prominently in both staff rooms and both offices. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Bristol City Council 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 board.

The governing board 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 level of training, 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, alongside the Health and Safety Lead who in this school is the Site Manager
- Undertaking, or ensuring that appropriate staff 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), delegating this to the Health and Safety Lead who in this school is the Site Manager

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) for all incidents they attend to where a first aider 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

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; calling for a second first aider to contact the parents as soon as possible if required
- 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
- The first aider will complete a first aid report form on the same day or as soon as is reasonably practical after an incident resulting in an injury, ensuring a copy remains in the school office and a copy is given to parents the same day.

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 along with prescribed medication (please also see *Supporting Pupil with Medical Needs Policy*)
- Parents' contact details

Risk assessments will be completed by the lead person on each off-site visit prior to any educational visit that necessitates taking pupils off school premises.

On off-site visits with EYFS children, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

On off-site visits with KS1 or KS2 children, there will always be at least one first aider on school trips and visits.

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:

- The first aid room at Merrywood Road site (next to the office)

- The first aid room at Myrtle Street site (behind the office)
- The school kitchens
- In school vehicles

6. Record-keeping and reporting

6.1 First aid and accident folder

- A first aid form will be completed by the first aider who attends to a child on the same day or as soon as possible after an incident resulting in an injury
- All elements of the first aid form must be completed including who dealt with the incident and whether parents have been contacted, where appropriate
- A copy of the first aid form will be sent home to the child's parents or carers on the same day as the first aid was administered (the office staff will distribute copies before the end of the school day to class teachers or the member of staff covering for the class teacher)
- A copy of the first aid form will also be held in the school office
- Records held in the first aid folder 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 Site 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 Site Manager will report these to Bristol City Council 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

Information on how to make a RIDDOR report is available here:

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times when EYFS children are on site, 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 and Site Manager (Health and Safety Lead) every 3 years or more frequently if the H&S Lead, appointed persons and/or trained first aiders lists change.

At every review, the policy will be approved by the Resources Committee of the governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy

