

Menston Primary School



First aid policy **STATUTORY**

Menston Primary School
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Headteacher
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Approved by the Governing Body October 2021

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 [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#)
- [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

Roles and responsibilities

In the 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.

Beyond this, we ensure that we have a sufficient number of suitably trained first aiders to care for children and employees in case they are injured at school.

Appointed person(s) and first aiders

The school's appointed person to lead on first aid is Louise Phesey. 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

First aiders are trained and qualified to carry out the role 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 2)
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The local authority and governing board

Bradford Local Authority 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.

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

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 2) 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

First aid procedures

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
- 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 admin team 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: 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.

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 class teacher prior to any educational visit that necessitates taking pupils off school premises.

For off-site visits which include children in our Reception classes, 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.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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 medical room

Record-keeping and reporting

First aid and accident record book

- Minor injuries will be recorded in the accident book, which is kept in our medical room.
- For more serious injuries, an accident form will be completed by the 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
- A copy of the accident report form will also be added to the pupil's educational record by the admin team.
- 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 senior administrator 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 senior administrator 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 attending staff member or the admin team 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.

Reporting to Ofsted and child protection agencies

The senior administrator 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 Bradford Safeguarding Children's Board 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 (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.

Monitoring arrangements

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the full governing board.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of First Aid trained staff

NAME	Type of First Aid i.e. <ul style="list-style-type: none"> • First Aid At Work • Paediatric First Aid Training 	Date Completed	Annual Refresher Training (recommended) Due date	Annual Refresher Training (recommended) Due date	Date Certificate Expires	Copy of certificate given to Hannah Yes/No
Michelle Emsley	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Suzi Gray	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Louise Pheasey	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Heather Searle	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Jim Lockwood	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Rachel Corrigan	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Donna Hunt	Combined Paediatric First Aid and First Aid at Work	13/12/2019	Annual Refresher 1 – 13/12/2020	Annual Refresher 2 – 13/12/2021	Requalification course due by 13/12/2022	Yes
Chris Thompson	Paediatric First Aid & Emergency First Aid at Work	23/06/2021	Annual Refresher 1 – 23/06/2022	Annual Refresher 2 – 23/06/2023	Requalification course due by 23/06/2024	
Kirstien Di Pietro	Paediatric First Aid & Emergency First Aid at Work	23/06/2021	Annual Refresher 1 – 23/06/2022	Annual Refresher 2 – 23/06/2023	Requalification course due by 23/06/2024	Yes
Alison Graham	Paediatric First Aid & Emergency First Aid at Work	23/06/2021	Annual Refresher 1 – 23/06/2022	Annual Refresher 2 – 23/06/2023	Requalification course due by 23/06/2024	Yes
Louise Harris	Paediatric First Aid & Emergency First Aid at Work	23/06/2021	Annual Refresher 1 – 04/11/2019	Annual Refresher 2 – due 04.07.2020	Requalification – due before 04.07.2021	Yes
Catherine Meakin	Paediatric First Aid	04/12/2018	Annual Refresher 1 – 04/11/2019		Requalification – due before 04/12/2021	Yes
Sue Nicholson	Paediatric First Aid & Emergency First Aid at Work	23/06/2021	Annual Refresher 1 – 23/06/2022	Annual Refresher 2 – 23/06/2023	Requalification course due by 23/06/2024	Yes

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>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</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)

Approved by: Full Governing Body

Date: October 2021

Next review due: October 2022