



# **SAUNCEY WOOD PRIMARY SCHOOL**

## **First Aid Policy**

<b>Responsible Committee</b>	<b>Full Governing Body</b>
<b>Model</b>	<b>The Key (October 2024)</b>
<b>Reviewed</b>	<b>January 2025</b>
<b>Ratified</b>	<b>January 2025</b>
<b>Next review date</b>	<b>January 2027</b>

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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 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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site. The school's appointed first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- 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 as, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Jakki Atkinson is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. She will also check the expiry dates of medicines kept in the school. She will do this termly.

### **3.2. The local authority and governing board**

Herts County 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 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 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)

### **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 where a first aider is not called
- Informing the headteacher 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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of staff will contact parents/carers immediately
- The relevant member of staff 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 one person who has a current paediatric first aid (PFA) certificate on the premises at all times during the school 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 including, at minimum:
  - a leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing and assorted plasters
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the group leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and offsite visits. It should be noted that this is a requirement of the EYFS statutory framework.

#### **4.3. Incident Requiring a Casualty to go to Hospital**

Where it is considered necessary for a pupil or adult to attend hospital, parents/carers/adult's family/friend will be contacted.

- If a casualty travels to hospital with paramedics or in an ambulance a staff member will accompany them
- Where a staff member or the parent/carer of a child feels themselves unable to drive or is not considered fit to drive, a taxi may be called

#### **4.4. Hygiene and Infection Control**

All staff should follow standard infection control precautions to reduce risks of infection/blood-borne viruses:

- Wash hands before (if possible) and after administering first aid (even if wearing gloves)
- Cover any exposed cuts / abrasions on yourself with a waterproof dressings.
- Wear disposable gloves (non-powdered latex) as appropriate, e.g. where bleeding is more severe , cleaning bodily fluids,etc.

### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings

- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in: classes behind the classroom door and in the medical room.

The Education (School Premises) Regulations 1999 require every school to have a suitable room that can be used for medical examination and treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

First aid treatment is not always given in the First Aid room due to the particular needs of individual pupils who may prefer not to be moved from the location of their injury or incident.

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

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

- 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
- Records held in the first aid and accident book will be retained by the school for a minimum of three years after the last entry in the book, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. In the case of children, first aid and accident record books will be kept until a child's 21st birthday. Completed pages will be kept secure with restricted access in line with the UK GDPR.
- Jakki Atkinson will monitor the content of the accident books half-termly to look for any patterns or concerns and any trends will be reported to the governing body
- All injuries involving adults will be reported to the governing body via the Headteacher's termly report.

### **6.2. Notifying parents/carers**

The class teacher will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

The first aid/accident record book will record that parents have been contacted.

### **6.3. Reporting to the Local Authority**

The following will be reported to the local authority via the Solero system (see flowchart in Appendix 2).

- All accidents, injuries and near misses involving staff on school premises
- Accidents/injuries involving children or non-employees (parents, visitors, contractors) where significant first aid is required or where a near miss could have had the potential for major injury.

The report will indicate whether or not the incident has been reported to the Health & Safety Executive (HSE)

### **6.4. Reporting to the HSE**

The Office Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

For information about reportable incidents, see [www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)

## **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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every two years.

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

## **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: Trained first aiders (as at 31 January 2025)**

### **Combined Paediatric First Aid/Emergency First Aid at Work (12 hours)**

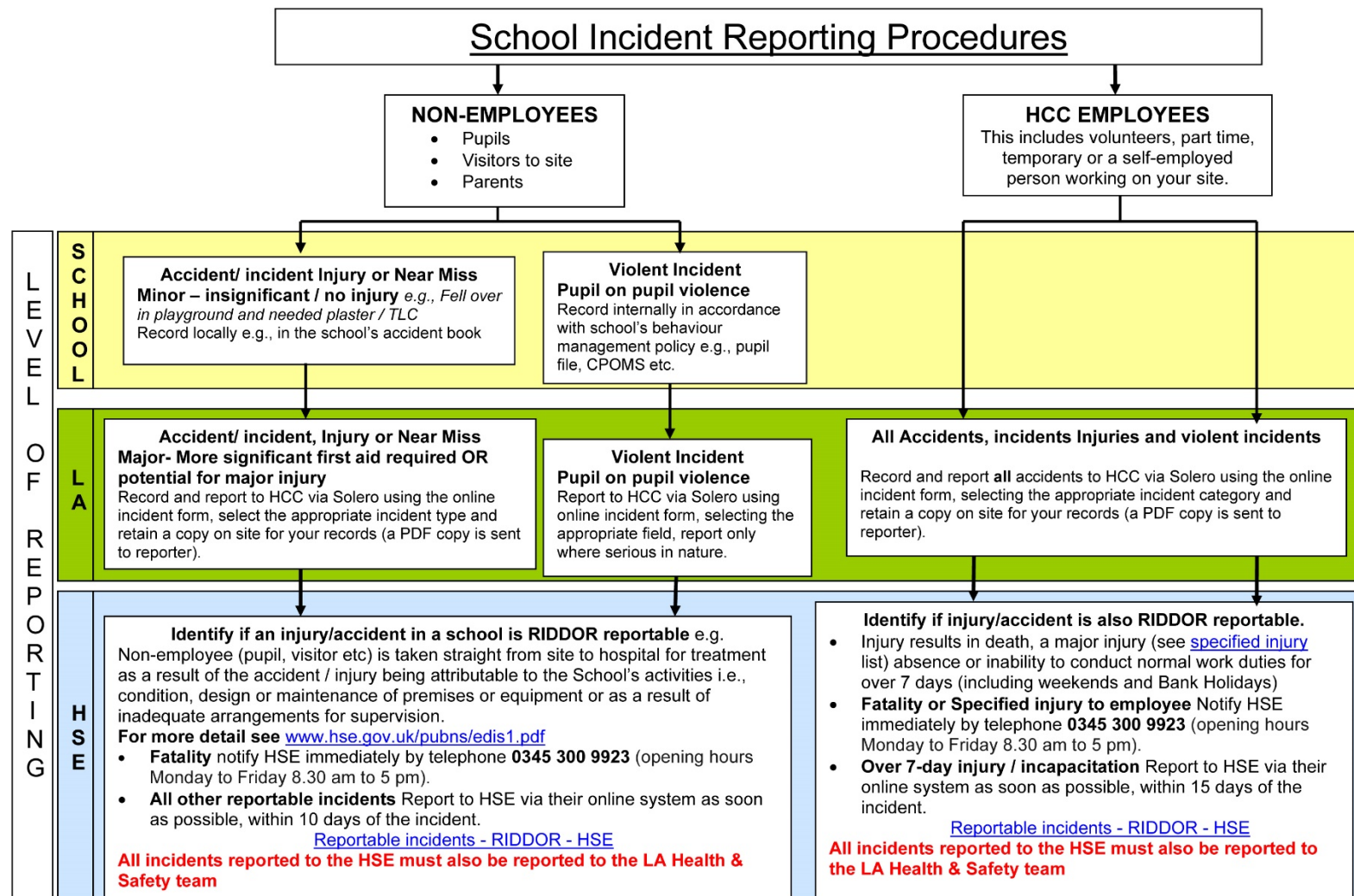
NAME	ROLE
Shaz Hussain	Midday Supervisory Assistant
Chris Parkin	Site Manager

### **Emergency First Aid at Work (6 hours)**

NAME	ROLE
Jakki Atkinson	Nursery Nurse
Remy Fox	Teaching Assistant
Amy Henderson	Teacher
Jordan Holmes	P.E. Coach / Teaching Assistant
Clair Jackelman	Office Manager
Kate Jackson	Teaching Assistant
Amanda Isaacs	Administrative Assistant
Eva Pierides	Teaching Assistant
Angie Smith	Midday Supervisory Assistant
Tracey Vass	Teaching Assistant
Amy Wheatley	Teacher
Helen Fitzakerley	HPP Manager
Claire Holman	Administrative Assistant
Amy Humphries	Teaching Assistant
Arlette Joyner	Teaching Assistant
Sam Shields	Midday Supervisory Assistant
Helen Wilding	Midday Supervisory Assistant



## Appendix 2: Incident reporting procedures



• **THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY WHERE IT IS THE DUTY HOLDER (COMMUNITY, COMMUNITY SPECIAL, VC AND MAINTAINED NURSERY SCHOOLS)**

- **Adult (18yrs plus) accident records need to be kept for at least three years.**
- **Pupil accident records need to be kept for three years from their 18<sup>th</sup> birthday, therefore, until they are 21.**

