

First Aid Policy

Broomfield Primary School



Approved by:
LAB/Headteacher

Date: October 2020

Last reviewed on:

Next review due by:
October 2023

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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 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 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

3.1 Appointed person(s) and first aiders

The school's appointed persons are Alex Allison (Headteacher) and Suzanne Riley (Cover Supervisor). 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 (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 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. 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.

3.4 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)

3.5 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
- 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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the Headteacher 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 Headteacher will recommend next steps to the parents
- If emergency services are called, the school office staff will contact parents immediately
- The first aider/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

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 Headteacher 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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:

- Each individual classroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 first aider/relevant member of staff completing the form
- 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 Trust 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 Trust 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 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher 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 Trust 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 external agencies working with our children 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 Headteacher every 3 years.

At every review, the policy will be approved by the Local Advisory Board and Headteacher.

9. 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 [appointed person(s) for first aid and/or trained first aiders]

Staff member's name	Role	Contact details
Alex Allison	Headteacher	0116 2606704 for all staff
Hayley Waldrom	Class teacher	
Katerina Chapman	Class teacher	
Kim Bond	Class teacher	
Claire Trowbridge	Class teacher	
Holly Smith	Class teacher	
Tom Rowley	Assistant Headteacher	
Greg Tyler	Class teacher	
Lorraine Jex	Assistant Headteacher	
Caroline Antcliffe	Midday Supervisor	
Daniel Harrup	Midday Supervisor	
Julie Dalby	Midday Supervisor	
Val Bates	LSA	
Kirsty Kilby	LSA	
Rosie Lawson	LSA	
Suzanne Riley	Cover supervisor	
Esther Turner	LSA	
Natalie Harrison	LSA	

Appendix 2: accident report form

Part 1 – must be completed by the First Aider if first aid treatment administered

Academy.....
.....

Affected person name:
.....
.....

Date of birth: Gender:
.....

Person Injured / affected:
 Employee – job title..... Member of the
Public
 Pupil – class or year group..... Contractor

Type of Incident:
 Accident Injury or distress by pupil (considered
malicious intent)
 Near Miss Injury or distress by pupil (non-
malicious intent)
 Assault by Adult Other
.....

Date of Incident: Time of incident: Lesson time
 Recreational time

Location of incident:
.....
.....

(if off site give full address of premises/street etc.)

Brief description of what happened:
.....
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.....
.....
.....
.....
.....
.....

If evident, state what was the cause of the incident was:
.....
.....
.....

.....
.....

Has any immediate action been taken to prevent recurrence?:

.....
.....
.....
.....

Was first aid or medical attention required? Yes No If medical attention given **please tick:**

First Aid at school GP or Walk in centre Hospital of own accord

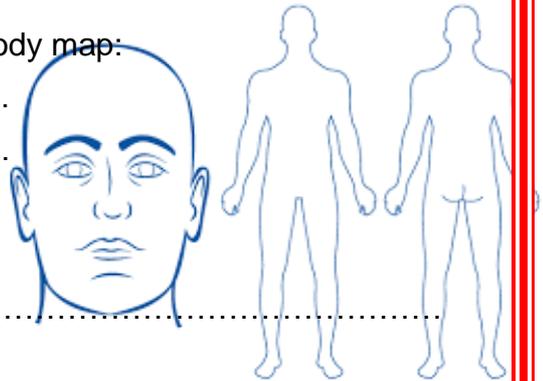
If first aid given describe what action taken, by whom and when.....

.....
.....

Was an ambulance called? Yes No If yes were they taken to hospital Yes No

Has an injury occurred: Yes No If Yes, Describe the injury and part of body injured **and** show on body map:

.....
.....
.....



Describe exactly what first aid treatment was administered:

.....
.....
.....
.....

Has parent/carer/relative been notified by telephone or in person: Yes No (dependent on severity)

If yes, name of person contacted:..... Time:

If a head injury, has parent/carer/relative been notified: Yes No Time:

.....

**Part 2 - to be completed by First Aider and/or SBM/
Headteacher/Deputy/member of SLT**

Basic Incident Investigation – complete for ALL incidents

- Were adequate levels of supervision in place? Yes No Not known
- Was the immediate area of the incident deemed safe? Yes No
- Has a photograph been taken of the immediate area?
applicable Yes No Not
- Was any equipment involved deemed safe?
applicable Yes No Not
- If equipment was involved is there a formal trail of inspection?
applicable Yes No Not
- Are suitable risk assessments in place?
applicable Yes No Not
- If risk assessment in place have they been recently reviewed? Yes No
- Was affected persons wearing appropriate clothing/footwear? Yes No
- Was affected persons behaving in an appropriate manner? Yes No
- Is any further action required?:

.....
.....
.....
.....

If you have ticked “no” for any of the above, or the incident is of a serious nature, a more detailed investigation must be documented (see part 3).

Staff member completing form:
Date:.....

Part 3 :- To be completed by person investigating incident

Academy	
Name of affected person	
Date of incident	
Name of person	
Job role	
Date of investigation	

Was Academy/MAT accident reporting procedure followed correctly?	
Was basic investigation completed correctly?	

Is the incident reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR?)

Has an employee been absent from work, due to injuries sustained from this incident, for more than 7 **consecutive** days? (include non-working days, weekends and annual leave but not the day of the incident)

For pupils, refer to HSE Education Information Sheet No 1 (Revision 3) Incident reporting in schools (accident, diseases and dangerous occurrences)

YES: Not applicable:

If “yes” – confirm online form completed and sent by YMD Boon Ltd H&S Team:

Date:

Reference:

Brief description of the incident (if this relates to an injury, describe what the injured person was doing and what activities were being carried out at the time):

Immediate cause (s)

(The most obvious reason why an adverse event occurred –e.g. trailing cable, uneven floor, faulty equipment etc)

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(The most obvious reason why an adverse event occurred –e.g. trailing cable, uneven floor, faulty equipment etc)

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Underlying cause (s) (consider unsafe act / unsafe condition):

--

Were there any witnesses (staff, students or others)?

Include any witness statements or comments – factual information only.

--

Recommendations to prevent reoccurrence

What immediate steps were taken to prevent a reoccurrence?

Date implemented:

Recommendations to prevent reoccurrence

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What further steps should be taken to prevent a reoccurrence?	Responsible Manager	Date completed
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Signed:		Date:	
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Evidence (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence, measurements etc..)

Ref :	Description of Evidence / Documentation

Evidence (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence, measurements etc..)

A copy of this completed form must now be kept with the accident report with copies forwarded to:

List who you have communicated information to.

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)
<i>First Aid</i>	Alex Allison Hayley Waldrom Katerina Chapman Kim Bond Claire Trowbridge Holly Smith Tom Rowley Greg Tyler Lorraine Jex	12.9.19	11.9.22
	Caroline Antcliffe Daniel Harrup Julie Dalby	28.8.19	27.8.22
<i>First Aid & paediatric first aid</i>	Val Bates Kirsty Kilby Rosie Lawson Suzanne Riley Esther Turner Natalie Harrison	5.9.19	4.9.22
		10.7.18	9.7.21
<i>Diana Training</i>	Natalie Harrison Esther Turner	9.5.19	
<i>Diabetes Training</i>	Alex Allison Natalie Harrison Esther Turner Val Bates Suzanne Riley	5.11.19 5.11.19 25.8.20 25.8.20 25.8.20	

	Kirsty Kilby	25.8.20	
<i>Allergy Awareness & Adrenalin Auto Injector Training</i>	Alex Allison Caroline Antcliffe Val Bates Katerina Chapman Natalie Harrison Danial Harrup Lorraine Jex Kirsty Kilby Rosie Lawson Suzanne Riley Tom Rowley Claire Trowbridge Esther Turner Greg Tyler	12.3.19	