Bromstone Primary School & St.Mildred's Primary Infant School Federation

First aid policy

Formulation date: 8th February 2022

Senior Team Responsibility: Inclusion Manager

Governors' Reviewing Committee: H&S / Safeguarding

Reviewed: May 23

Approved:24th May 2023

Next Review Date: May 2024

Associated Documentation:

- Health and Safety policy
- Policy on supporting pupils with medical conditions
- Medicine in School Policy

Contents

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

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 and Early years foundation stage: coronavirus disapplications 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 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's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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
- Keeping their contact details up to date

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 Executive Head and staff members.

3.4 The Executive Head

The Executive Head 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 for all incidents they attend to where a first aider is not called
- Informing the Executive Head 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 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 first aider or a member of 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.

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.

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
- Parents' contact details

At Bromstone Risk assessments will be completed by the Business Manager prior to any educational visit that necessitates taking pupils off school premises. At St Mildred's the class teacher is responsible for organizing the trip and this is overseen by the Head of School who is the EVC.

In Year R 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:

- The medical room
- Classrooms
- The school kitchen
- School minibuses

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider 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

- A copy of the accident report form will also be added to the pupil's educational record by a member of the office staff. At St Mildred's a copy of the accident is kept in the red accident books.
- 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 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 Business Manager 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

6.3 Notifying parents

The first aider or a member of 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

At Bromstone the Business Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. At St Mildreds this will be the Heads of School. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Business Manager or DSL's will also notify relevant 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. 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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Business Manager or Heads of School annually. At every review, the policy will be approved by the Executive Head.

9. Links with other policies

This first aid policy is linked to the

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

  Medicine in School Policy

Appendix 1: list of trained first aiders

BROMSTONE PRIMARY SCHOOL

FIRST AIDERS

NAME	QUALIFICATION	DATE OF EXPIRY
Hayley Coles	First Aid at Work	May 2025
Kirsty Findlay – Year R	Paediatric First Aid	May 2024
Lisa Stevens – Office	Paediatric First Aid	May 2024
Tina Strong - Office	Paediatric First Aid	May 2024
Kerry Langley – Wellbeing	Paediatric First Aid	May 2024
Adrienne Evans	Online Paediatric First Aid	June 2023
Nicole Hilditch	Online Paediatric First Aid	June 2023
Tina Matthews	Online Paediatric First Aid	June 2023
Kurtis Bedford	Online Paediatric First Aid	June 2023
Clair Leach	Online First Aid Essentials	April 2024
Jenny John	Online First Aid Essentials	April 2024
Emma Boundary	Online First Aid Essentials	April 2024
Peter Provins	Online First Aid Essentials	April 2024
Graham Ham	Online First Aid Essentials	April 2024
Francesca Spellward	Online First Aid Essentials	April 2024
Anna Baldwin	Online First Aid Essentials	April 2024
Tammy Barnfield	Online First Aid Essentials	April 2024
Miranda Chambers	Online First Aid Essentials	April 2024
Kevin Hoult	Online First Aid Essentials	April 2024
Ellie Morris	Online First Aid Essentials	April 2024
Laura Roberts	Online First Aid Essentials	April 2024
Beverley Sayer-Doyle	Online First Aid Essentials	April 2024
Lisa Winch	Online First Aid Essentials	April 2024
Tara Wood	Online First Aid Essentials	April 2024
Katie Sirdefield	Online First Aid Essentials	April 2024
Carla Horlick	Online First Aid Essentials	April 2024
Phoebe Moon	Online First Aid Essentials	April 2024
Amy Simpson	Online First Aid Essentials	April 2024
Laura Bruce	Online First Aid Essentials	April 2024
Lucy Armstrong	Online First Aid Essentials	April 2024
Natarsha Morris	Online First Aid Essentials	April 2024
Debbie Cunningham	Online First Aid Essentials	April 2024
Elsa Mead	Online First Aid Essentials	April 2024
Emily Phillips	Online First Aid Essentials	April 2024
Emmy Walters	Online First Aid Essentials	April 2024
Hannah Denny	Online First Aid Essentials	April 2024
Daisy Bones	Online First Aid Essentials	April 2024
Lisa Goudie	Online First Aid Essentials	April 2024
Laura Harvey	Online First Aid Essentials	April 2024
Paige Sharp	Online First Aid Essentials	April 2024
Dondu Akar	Online First Aid Essentials	April 2024
Soyeda Brooker	Online First Aid Essentials	April 2024
Marnie Burbidge	Online First Aid Essentials	April 2024
Michaela Davies	Online First Aid Essentials	April 2024
Michael Bowditch	Online First Aid Essentials	April 2024

ADMINISTRATION OF CONTROLLED MEDICINE

NAME	QUALIFICATION
Clair Leach	Administration of Medication in Schools
Nicole Hilditch	Administration of Medication in Schools
Charlotte Ingoldsby-Green	Administration of Medication in Schools
Tina Matthews	Administration of Medication in Schools
Beverley Sayer-Doyle	Administration of Medication in Schools
Lisa Stevens	Administration of Medication in Schools
Tina Strong	Administration of Medication in Schools
Benjamin Turner	Administration of Medication in Schools
Katie Sirdefield	Administration of Medication in Schools
Sherine Brown	Administration of Medication in Schools
Hayley Coles	Administration of Medication in Schools
Karl Davey	Administration of Medication in Schools
Peter Provins	Administration of Medication in Schools
Kerry Langley	Administration of Medication in Schools
Emma Boundary	Administration of Medication in Schools

ST MILDRED'S PRIMARY INFANT SCHOOL

FIRST AIDERS

Name	Qualification	Expiry Date
Mr D Turner	Paediatric First Aid	17.5.25
Miss S Tumber	Paediatric First Aid	12.6.24
Mrs J Dobson	Paediatric First Aid	17.5.25
Miss L Thorpe	Paediatric First Aid	17.5.25
Mr B Cliff	Paediatric First Aid	10.2.25
Mrs L Ludlow	Paediatric First Aid	11.2.25
Mrs R Gerlack	Paediatric First Aid	17.5.25
Miss I Scott	Paediatric First Aid	26.3.24
Mr J Cook	Paediatric First Aid	7.2.26
Mr B Cliff	First Aider at Work	16.11.25
Mrs S Evans	First Aider at Work	16.11.25
Mrs A Rosedon	First Aider at Work	5.24
Mr D Turner	First Aider at Work	28.4.25

ADMINISTRATION OF CONTROLLED MEDICINE

NAME	QUALIFICATION
Jeanette Read	Administration of Medication in Schools
Sarah Long	Administration of Medication in Schools