

# First aid policy

Shears Green Junior School



Approved by: Jacky Pike **Date:** 07/01/22 **Last reviewed on:** 06/01/22

**Next review due by:** 06/01/23

## Contents

1. Aims.....	2 2.
Legislation and guidance.....	2 3.

Roles and responsibilities.....	3 4.
aid procedures .....	4 5.
equipment .....	5 6.
Record-keeping and reporting .....	5 7.
Training.....	6 8.
Monitoring arrangements.....	7 9.
Links with other policies.....	7
Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders .....	8

## 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 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

All settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid

regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

**During coronavirus:** employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons (see Appendix 1). They are responsible for:

- Taking charge when someone is injured or becomes ill. Wherever possible this will be the office staff.
  - 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 (located in first aid room)

Our school's appointed person(s) and/or 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.

### 3.3 The head teacher

The headteacher is responsible for the implementation of this policy, including:

Ensuring that an appropriate number of appointed persons and/or 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

Page | 3

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 (Forms in first aid room) for all incidents they attend to where a first aider/appointed person 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

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 office 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

**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

school mobile phone

A portable first aid kit

Information about the specific medical needs of pupils

Staff will contact the school office if parents need to be contacted.

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

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

Page | 4

**During coronavirus:** 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.

Medication is stored, appropriately, by office staff.

First aid kits are stored in:

The first aid room  
All classes have a small first aid kit  
The school kitchens

## 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

If an accident requires attendance at hospital this should be noted on the form and brought to the attention of the Head Teacher to determine if an internal investigation is required.

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 School 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 School Business Manager will, on behalf of the Head Teacher, report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Page | 5

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>

### **6.3 Notifying parents**

The office will inform parents of any serious accident or injury sustained by a pupil ie head injury. The class teacher will advise parent/carer when collecting of any other type of injury/accident and any treatment given.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher, or designated person 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 Head Teacher, or designated person will also notify all relevant child protection agencies and local authorities of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

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 ensures staff training is renewed at the appropriate time.

Page | 6

## **8. Monitoring arrangements**

This policy will be reviewed by the Head Teacher or designated person every year. At every review, the policy will be approved by the Head Teacher.

## **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 cond

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders  
**First Aid Training Record as at January 2022 Emergency Paediatric First Aid**

<b>Member of Staff</b>	<b>Position</b>	<b>Date Awarded</b>	<b>Date of Renewal</b>
Jamine Allen	Rainbow Room Support staff	January 2022	January 2025
Cheryl Boston	HLTA	January 2022	January 2025
Sabine Capello	Teaching Assistant	January 2022	January 2025
Jennifer Fisk	HLTA	January 2022	January 2025
Denise McColgan	Teaching Assistant	January 2022	January 2025
Emma Hall	Teaching Assistant	January 2022	January 2025
Kate Hall	Teacher	January 2022	January 2025
Keeley Hawken	Teaching Assistant	January 2022	January 2025
Nicola Humm	Sports Coach/ Teaching Assistant	January 2022	January 2025
Charlotte Keynes	Teaching Assistant	January 2022	January 2025
Annabelle Lear	School Business Manager	January 2022	January 2025
Clare Martin	Teaching Assistant	January 2022	January 2025
Stephanie McGowan	Caretaker	January 2022	January 2025
Louise Pettman	Teaching Assistant	January 2022	January 2025
Nichola Rolfe	Teaching Assistant/ SENCO Assistant	January 2022	January 2025
Ndeye Sene	Teaching Assistant	January 2022	January 2025
Clare Tutt	Rainbow Room Support Staff	January 2022	January 2025
Hannah Twine	Teaching Assistant	April 2022	April 2025
Alysia Unthank	Administrative Assistant	January 2022	January 2025

Jamie Walker	HLTA	January 2022	January 2025
Lorna Wheeler	Teaching Assistant	January 2022	January 2025
Nikki White	Teaching Assistant	January 2022	January 2025
Cherie Williams	Teaching Assistant	January 2022	January 2025