Longlands Primary School

First Aid Policy

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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 (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

Roles and responsibilities

First aiders

The school's appointed first aiders (as per appendix 1) 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 (this may be in consultation with the Senior Leadership Team (SLT)).
- Filling in a first aid slip if there is a mark and/or an accident report (an accident report is used for adult first aid, serious injuries or injuries caused by a hazard within school) on the same day as, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.
- Our school's appointed first aiders names will also be displayed prominently around the school site.

The Head Teacher

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

- Ensuring that an appropriate number of 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).

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing first aid slips and/or accident reports 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 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 by the Office 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, the office team will contact parents/carers immediately.
- The first aider will complete a first aid slip if there is a mark and/or an accident report form (if appropriate) on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- If the injury involves a head bump, a first aid slip will be written, the child will be given a sticker (to be visible to staff) and the Office will contact parents/carers.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Vomiting and Diarrhoea

A child with vomiting and/or diarrohea should not be brought to school until 48 hours after symptoms have stopped and they are well enough to return. If a child has a bout of vomiting and/or diarrhoea whilst in school, the parents will be notified and asked to collect their child from school. The child should stay away from school until they have not vomited or had diarrhoea for at least 48 hours and are well enough to return as per NHS guidelines.

Sun Protection

During summer months, parents should ensure their child brings to school a suitable hat and a water bottle. Parents should ensure their child has applied sunscreen to all exposed areas before coming to school, single application sun creams are available.

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:
    - The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)

- *2 triangular bandages*
- *1 packet of 24 assorted adhesive dressings*
- *3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)*
- *1 pair of rustproof blunt-ended scissors*

Risk assessments will be completed by the trip lead with support from the trip coordinator prior to any educational visit that necessitates taking pupils off school premises.

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 (EYFS).

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 individually wrapped triangular bandages (preferably sterile)*
- *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:

- *The medical room*
- *The school office (including grab bag)*
- *The school hall (for each play team member)*
- *All classrooms*
- *Kitchen*

Record-keeping and reporting

First aid and accident record book

- *If there is a mark, a first aid slip will be completed by the first aider administering first aid and the slip will be sent home with the child at the end of the day. These must be completed at the time or as soon as possible after administering the first aid but on the same day as the first aid.*
- *In some circumstances (adult first aid, serious injuries or injuries caused by a hazard within school) 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.*
- *For accidents involving pupils, the first aid slip and/or accident form will also be given to the child to take home.*
- *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.*

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).

The office manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the office manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*.
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment.

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

Notifying parents/carers

For most circumstances a first aid slip and/or accident form will be sent home. For more serious injuries and head bumps, a member of the office team 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.

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.

Monitoring Arrangements

This policy will be monitored by the SENCO and reviewed by the SENCO every 3 years.

At every review, the policy will be approved by the Governing Body.

The first aid provision will be reviewed by the Head Teacher at least annually.

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 trained first aiders

