

Littleport Community Primary School and Preschool



Littleport Community
Preschool



First Aid Policy

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Signed:

Chair of Governors

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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 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 persons are the Headteacher, the office manager and the midday coordinator. They are responsible for:

- Taking charge when someone is injured or becomes ill
- **Making sure** there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- **Making sure** 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

Our school's appointed persons and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

3.2 The local authority and governing board

Cambridgeshire 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 Body.

The Governing Body 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:

- **Making sure** that an appropriate number of trained first aid personnel are present in the school at all times
- **Making sure** that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- **Making sure** all staff are aware of first aid procedures
- **Making sure** 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
- **Making sure** that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the Health and Safety Executive (HSE) when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- **Making sure** they follow first aid procedures
- **Making sure** they know who **the appointed persons and** first aiders in school are
- Completing accident reports 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
- **If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)**
- 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. Upon **the parent/carer's** arrival, the first aider will recommend next steps to the parent/carer
- If emergency services are called, an appointed person or first aider will contact parents/carers 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 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 (only to be used by first aid trained staff)
- Information about the specific medical needs of pupils
- Parents'/carers' contact details

Risk assessments will be completed by the lead member of staff organising the trip prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

It is good practice for a first aider to accompany any school trip and this should be the case wherever possible.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for Early Years Foundation Stage, 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:

- The two medical rooms
- The school hall
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident report slip 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 advice given to parents and carers following the incident
- A copy of the accident report form will also be sent home with the child
- For accidents involving pupils that are reported to the Local Authority, a copy of the accident report form will also be added to the pupil's educational record by the Office Manager
- 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 Office 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 Office Manager or administrative assistant 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:
 - o Covers more than 10% of the whole body's total surface area; or
 - o 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:
 - o Carpal tunnel syndrome
 - o Severe cramp of the hand or forearm
 - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - o Hand-arm vibration syndrome
 - o Occupational asthma, e.g. from wood dust
 - o Tendonitis or tenosynovitis of the hand or forearm
 - o Any occupational cancer
 - o 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>

6.3 Notifying parents

The first aider 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. This is usually completed using the accident report slip, however, parents/carers may be informed via telephone in accordance with section 4.1. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 the Cambridgeshire and Peterborough Safeguarding Children Board 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 (see Appendix 1).

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 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 year or sooner if the need arises.

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

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 Persons for First Aid and/or Trained First Aiders

Date of course	Name	Name of course	Due to renew
31/10/2023	Deb Duffield (Appointed Person)	1 day first aid course	31/10/2026
07/03/2024	Julie Warman (Appointed Person)	3 day paediatric first aid course	07/03/2027
22/10/2025	Adam Rivett (Appointed Person)	First Aid	21/10/2028
03/10/2023	Katherine Swindells	2 day paediatric first aid course	03/10/2026
07/02/2025	Caroline Wren	3 day paediatric first aid course	07/02/2028
22/10/2025	Nick Clark	First Aid	21/10/2028
22/10/2025	Glenn Cooper	First Aid	21/10/2028
22/10/2025	Tina Thurlow	First Aid	21/10/2028
22/10/2025	Jo Winters	First Aid	21/10/2028
22/10/2025	Janet Swain	First Aid	21/10/2028
22/10/2025	Georgina Greenwood	First Aid	21/10/2028
22/10/2025	Amanda Hawkins	First Aid	21/10/2028
15/11/2024	Donna Manning	First Aid	15/11/2027
15/11/2024	Natasha Mitchell	First Aid	15/11/2027
15/11/2024	Caroline Grainger	First Aid	15/11/2027
15/11/2024	Helen Harding	First Aid	15/11/2027
15/11/2024	Jo Bush	First Aid	15/11/2027
15/11/2024	Pat Newman	First Aid	15/11/2027
15/11/2024	Yvonne Langley	First Aid	15/11/2027
26/03/2024	Sam Law	2 day paediatric first aid course	26/03/2027
26/03/2024	Yasmin Bean	2 day paediatric first aid course	26/03/2027
31/10/2023	Alison Hoal	First Aid	31/10/2026
31/10/2023	Jasmine Stanborough	First Aid	31/10/2026
31/10/2023	Tempany Jopson	First Aid	31/10/2026
31/10/2023	Angela Green	First Aid	31/10/2026
31/10/2023	Sarah Jackson	First Aid	31/10/2026
31/10/2023	Yvonne Hatchell	First Aid	31/10/2026
13/12/2024	Sarah Whelan	2 Day Paediatric First Aid	13/12/2027
03/03/2024	Summer Wilkinson	Paediatric Training	03/03/2027
05/09/2025	Karen Wells	2 day paediatric first aid course	05/09/2028
05/09/2025	Alice Horn	2 day paediatric first aid course	05/09/2028