

# Messingham Primary School

## First Aid Policy

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<b>Responsible Committee</b>	<b>Full Governors</b>
<b>Ratified Date</b>	<b>November 2020</b>
<b>Review Date</b>	<b>November 2022</b>
<b>Signed on behalf of Governing Body</b>	
<b>Print Name</b>	

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## **1. Introduction**

The Health and Safety policy sets out the requirement regarding First Aid arrangements in school. Schools should develop a school First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents. First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils and visitors. First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and shift Caretakers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

## **2. Aims**

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff 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.

## **3. 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.

#### **4. Roles and responsibilities**

Employers must usually have a sufficient number of suitably trained First Aiders [1] 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.

First Aid Lead(s) First Aid Leads are responsible for:

- Making a formal assessment of First Aid requirements using the Assessment of First Aid Provision document, maintaining the completed form and monitoring the adequacy of the provision.
- Reviewing the assessment annually in the light of significant changes or validity.
- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of in-date 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.
- 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. Reporting specified incidents to the HSE when necessary.
- Ensuring that an appropriate number of trained staff are present in the school at all times.

#### **5. First Aiders and First Aid Procedure**

First Aiders are trained, competent and qualified to carry out the role 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 with the explicit agreement of the Headteacher.

- Filling in an appropriate accident report on the same day, or as soon as is reasonably practicable, after an incident
- Our school's First Aid Lead and First Aiders are listed in this Policy. Their names will also be displayed prominently around the school. The HT has ultimate responsibility for health and safety matters in the school, but will delegate operational matters and day-to-day tasks to other staff members that are trained.

## **The Headteacher**

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

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.

## **Staff**

School staff are responsible for:

Ensuring they follow First Aid procedures.

Ensuring they know who the First Aiders in school are.

Completing minor incident reports for all incidents they attend to where a First Aider is not called.

## **First Aid**

- First Aid arrangements will be in accordance with the LA's guidelines.
- First aid is carried out, when possible, in the Medical Room
- The designated First Aiders at Work are Dawn Tebb and Diane Cookson. A number of other staff have first aid training
- The designated Paediatric First Aider is Kate Potter, Jane Turner has also been trained
- These names are displayed on First Aid notices in the school.
- A number of other staff have undertaken basic first aid training
- First Aid supplies are kept in the medical room.
- The First Aid book is kept in the medical room and any treatment given to pupils is written in it, noting the following: name, date, injury sustained and treatment given. Each entry has to be signed.
- In addition to normal first aid supplies, a resuscitator is also provided for use on mouth to mouth resuscitation
- First aid supplies are available to be taken by staff in charge of outside school trips or field courses.
- Disposal gloves and aprons should be used in line with hygiene guidelines.

Administration of medicines in school will be undertaken in line with LA policy. (see medication policy for further details)

## **6. Record Keeping**

- First Aid and accident record book
- An accident form or minor incident form will be completed by the First Aider on the same day, as soon as possible after an incident resulting in an injury that is managed within school (See Appendix 7 flowchart for clarity).
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 3.
- A copy of the accident report form will also be added to the pupil's educational record by the office staff.
- Records held in the First Aid and accident book will be retained by the school in accordance with the Retaining Records Policy.

### **Reporting to the HSE**

- The First Aid Lead 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).
- They 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 dislocation of shoulder, hip or knee
- Any injury likely to lead to loss of sight (temporary or permanent)
- A chemical or hot burn or any penetrating injury to the eye
- Any injury resulting from electric shock or electrical burn
- 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 injury arising from working in an enclosed space leading to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Absorption of any substance by inhalation, ingestion or through the skin causing
- Acute illness requiring medical treatment or loss of consciousness.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven 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 at 'How to make a RIDDOR report' HSE

#### Notifying parents

The class teacher/appropriate adult 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.

#### 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 First Aid Lead will also notify the LADO of any serious accident or injury to, or the death

### **7. Training**

- Staff will be trained in accordance with the outcomes of the Assessment of First Aid Provision, including whether there is an Early Years Foundation Stage in school.
- 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 Model training log Appendix 3).
- Staff are encouraged to renew their First Aid training when it is no longer valid. (Most training is valid for three years).
- At all times, at least one 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 three years

### **8. Monitoring arrangements**

This policy will be reviewed every two years.

### **9. Links with other policies**

Health and Safety Policy

Risk Assessment Policy

Educational Visits Policy  
 Administering Medicines and Supporting Pupils with Medical Conditions Policy  
 Retention Policy

**FIRST AID TRAINERS**

Name	Department	Qualification	Qualified	Renewal Date
Dawn Tebb	Office	First Aid at work	20/06/18	20/06/21
Diane Cookson	Nurture	First Aid at work	01/09/18	01/09/21
Kate Potter	TA	Paediatric First Aid	02/02/18	02/02/21
Emma O'Brien	TA	Paediatric First Aid	08/06/18	08/06/21
Jane Turner	Reception	Paediatric First Aid	07/10/17	07/10/20
Mark Smeaton	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23
Candice Tutty	Year 4/5	Emergency First Aid At Work	27/11/17	15/10/20
Karen Firmedow	Anti-Bullying	Emergency First Aid At Work	27/11/17	15/10/20
Rachel Goodyear	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23
Nicola Fowler	TA	Emergency First Aid At Work	10/07/19	10/07/22
Amy-Mae Wilson	TA	Emergency First Aid At Work	10/09/19	10/09/22
Leanne Wilson	TA	Emergency First Aid At Work	10/09/19	10/09/22
Victoria O'Neill	TA	Emergency First Aid At Work	10/07/19	10/07/22
Claire Holmes	TA	Emergency First Aid At Work	10/07/19	10/09/22
Annabel Lester	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23
Caroline Lothian	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23
Holly Mitchell	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23
Holly Guntrip	TA	1 day Level 3 Emergency Paediatric first Aid	01/09/20	01/09/23

\*All staff will receive Basic First Aid training and Safeguarding training every three years. Predominantly moving forward more staff will receive the Paediatric Training to ensure we are covered should there be another lockdown and more staff can deal with incidents that require paediatric first aid.