

First Aid Policy

Hermitage Primary School			
Review frequency	2 years	Reviewed	June 2020
Governing Committee Responsible	FGB	Governor Approval (date)	
Website	Yes		
Staff Responsible (Welfare)	Sarah Mahoney	Next Review	June 2022

Our 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

The school's arrangements for carrying out the policy include nine key principles:

- Places a duty on the Governing body to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Records all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the first aid requirements of the school

Legislation and statutory 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

Roles and responsibilities

1. Appointed person and first aiders

The school's main appointed person is **Sarah Mahoney**. 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
- 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

There are other staff who are trained and qualified in First Aid and Paediatric First Aid, they 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

Our school's First Aid trained list is displayed prominently around the school.

2. Local Authority and Governing Body

Hillingdon Borough 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 board delegates operational matters and day-to-day tasks to the head teacher and staff members.

3. The Head teacher

The head teacher 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the head teacher 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, 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 appointed person, Sarah Mahoney will contact parents immediately
- The appointed person, Sarah Mahoney will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- An ASSURE report will also be completed if parents and children are advised to seek immediate medical assistance via A&E based on their injury

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 and emergency asthma kit
- Information about the specific medical needs of pupils
- Risk assessments completed by Trip Leader
- There will always be at least one trained first aider with a current paediatric first aid certificate as required by the statutory framework for EYFS
- There will always be a minimum of one first aider on school trips and visits in KS1 and KS2

Head Injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads will be treated with an ice pack. Parents and Guardians will be informed by telephone or email depending on nature of head injury. The adults in the child's class room will be informed and keep a close eye on the child. All bumped head accidents will be recorded in the accident file. Children with a bumped head will be given a yellow 'bumped head' wristband.

Class Medicine Bags

Yellow medicine bags can be found in each classroom. They contain asthma pumps and spacers and Adrenaline Auto-Injectors. A list can be found in each bag highlighting all pupils with medical needs alongside a copy of their medical plan if applicable. All class medicine bags are checked periodically by Sarah Mahoney.

Medicine in the Welfare Room

- Medication is kept in a locked cupboard overnight. Cupboard is unlocked during the school day as medication needs to be available in an emergency
- Medication is kept in clear bags labelled with child's name. All medication is arranged in to year groups in the cupboard
- Medication is administered by Sarah Mahoney. Older pupils are allowed to administer where possible; this is always under the supervision of staff. All medication that is administered is logged/recorded
- Short-term prescriptions are administered by welfare. Medicine must be prescribed by a GP and parent will need to complete a consent form detailing the need for the medicine and dosage.

Pupils with Allergies

- Parents complete an allergy form
- A copy of the 'Allergy Action Plan' from GP/hospital must be provided, together with x2 medication (one for Welfare, one for class)
- Information regarding the child's allergy is shared with teaching staff and catering staff
- Children wear a purple allergy lanyard with only their forename and their allergy when going to lunch
- Catering staff have an electronic copy of the child's allergy plan, as well as a copy that is kept in the 'Yellow' medicine bag in class

Calling Emergency Services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Head teacher or Deputy Head teacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are available from the school office.

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
- In break-out areas outside of each year group

Record Keeping and Recording

First aid and accident record book

- An accident form will be completed by the appointed person, Sarah Mahoney 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
- An ASSURE Report was also be completed for any injury that has resulted in a hospital visit (A&E)
- 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 Deputy Head teacher 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 Deputy Head teacher 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 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
- 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 for a significant injury
- 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>

Notifying parents

The appointed person, Sarah Mahoney will inform parents of any accident or injury sustained to 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 Head teacher 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 Deputy Head teacher will also notify Hillingdon Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Monitoring arrangements

This policy will be reviewed by the Deputy Head teacher every two years.

At every review, the policy will be approved by the Head teacher and Chair of Governors

Links with other Policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions
- Children with health needs who can not attend school