

## Vanguard Learning Trust



*As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.*

# First Aid in Schools Policy March 2023

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## 1. Introduction

### 1.1 Our Aims – Hermitage Primary School

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

### 1.2 Nine key points

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

### 1.3 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](#), 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

## Section 2: Roles and responsibilities

### 2.1 Appointed person and first aiders

The school's main appointed person is the **Welfare Lead (we have two staff trained as welfare leads)**. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Summoning assistance where necessary
- 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
- Ensuring their knowledge and qualification is 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.

### 2.2 Local authority and governing body

Hillingdon Borough and VLT have 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 Head of School and staff members.

### 2.3 The Head of School

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

### 2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Welfare Lead of any specific health conditions or first aid needs
- Completing accident reports on Evolve accident book for all incidents they attend to where an incident has resulted in a visit to the GP, hospital

## **Section 3: First aid procedures**

### **3.1 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, 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 Welfare Lead will contact parents immediately
- An appointed person will complete an EVOLVE incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and parents have been advised to seek immediate medical assistance via A&E/GP based on their injury. A record of treatment will be maintained by the Welfare Lead and shall be used in conjunction with the incident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an incident

### **3.2 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
- Parents' contact details to be sought from the school office
- Risk assessment completed by Trip Leader which determines the specific first aid needs and level of first aid staff required on a case by case basis.
- 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 two first aiders on school trips and visits in KS1 and KS2

When transporting pupils using a minibus or other large vehicle, the school will check that the vehicle is equipped with a clearly marked first aid box containing

### **3.3 Extended-school procedures (e.g. after school clubs run by external providers and PATH events)**

All external providers are required to be first aid trained and fulfil the first aider responsibility outlined above in Section 2 for all pupils in their care during their sessions. This includes ensuring that an ambulance or other professional medical help is summoned when appropriate (although support will be always offered by the school.) PATH are responsible for ensuring that first aid will be available when necessary at the events they run. The need for first aid provision will be identified in the risk assessment undertaken by the relevant person/staff organising the event. The use of school first aid resources will be available.

### **3.4 Head bump procedures**

Any bump to the head will be assessed, recorded in the accident file and the parent will be informed. The adults in the child's classroom will be informed and will keep a close eye on the child. All children with a bumped head will be given an orange 'bumped head' wristband.

Our procedures are as follows:

Low risk head bump - no wound/lump, child presenting as well and coherent.	Action: First aid administered if required, generic email will be sent to say that child bumped head at school today.
Medium risk head bump - wound/lump, child presenting as well and coherent.	Action: First aid administered, parent/carer informed by telephone to advise of the injury and discuss.
Serious head bump - possible wound/lump, child presenting as incoherent, sleepy, vomiting, etc.	Action: First aid administered, ambulance called, or child taken to A&E and parent/carer telephoned.

### 3.5 Class medicine bags

Yellow medicine bags can be found in each classroom. They contain asthma pumps, 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 the Welfare Lead.

### 3.6 Medicine in the welfare room

- Medication is kept in a locked cupboard during school hours, with the exception of asthma inhalers and epipens. 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 the Welfare Leads. 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. All medicines must be prescribed by a GP and the parent will need to complete a consent form detailing the need for the medicine and dosage.

#### ● 3.7 Pupils with allergies

- Parents complete the School Individual Healthcare plan 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
- 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

### 3.8 Injury or Illness - Calling emergency services

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

The Head of School 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.

## **Section 4: First aid equipment**

### **4.1 Our School first aid kit**

Appendix 1 highlights the typical first aid kit contents.

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
- EYFS
- Lunch hall

First Aid boxes are checked for completeness at the end of every half term. Any shortfalls identified will be replenished.

The AED Defibrillator is located in the main reception office, this will be visually checked on a monthly basis to ensure that the battery is in full working order and no visible defects are present. Information and written instructions will be provided to ensure compliance with PUWER 1998 Regulations.

## **Section 5: Record Keeping and Recording**

### **5.1 First aid and accident record book**

- An accident form will be completed by the appointed person – Welfare Lead or 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
- An EVOLVE Incident Report is also completed for any injury that has resulted in a hospital visit (A&E) or GP
- A copy of the accident report form will also be added to the pupil's educational record by the Welfare Lead
- 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

### **5.2 Reporting to the HSE**

The Head of School 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 Head of School 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.

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)



- 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
- 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>

### **5.3 Notifying parents**

The appointed person – Welfare Lead 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.

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

The Head of School 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 of School 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.

## **Section 6: Maintaining first aid competencies**

**6.1** First aid competencies have a 3-year expiry, and requalification shall be highlighted and managed by the appointed person – Welfare Lead using a first aid training matrix. Training will be provided by providers who teach in line with current guidelines published by the Resuscitation Council (UK).

## **Section 7: Training**

### **7.1**

- 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 which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## Section 8: Monitoring arrangements

**8.1** This policy will be reviewed by the Head of School every two years.

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

## Section 9: Links with other policies

**9.1** This first aid policy is linked to the

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

## Approval / Revision History

Revision date	By	Summary of Changes Made
March 2023	Sarah Mahoney	1.3 Legislation and statutory guidance, 3.2 Off-site procedures, 3.3 Amended bumped head procedures, 3.3 added Extended-school procedures, 3.4 Amended first aid check list on appendix 1, 3.5 Amended medicine in the welfare room, 4.1 Our school first aid kit, 5.1 First aid and accident record book, 5.2 Reporting to the HSE, 7.1 Training, Welfare Lead written instead of staff name, quantities for First Aid kit removed.  VLT Trust template applied for new policy.

## List of appendices

Appendix 1: First Aid Kit Checklist (these are kits found across the school, not the daily kits used by SMSAs and staff on duty at break times). SMSAs check their first aid kits daily.

## Appendix 1: First aid kit checklist (checked every 2 weeks)

Equipment
First Aid Guidance Leaflet <a href="https://www.hse.gov.uk/pubns/indg347.htm">https://www.hse.gov.uk/pubns/indg347.htm</a>
Plasters – Assorted Sizes
Eye Pads – with Bandage No 16
Triangular Bandages
Wound Dressings Medium
Wound Dressings Large
Safety Pins
Disposable Gloves
Alcohol Free Wipes
Eye Wash
Disposable Gloves (Box)
Small Universal Shears
Hydrogel Burn Dressing
Adhesive Tape
Ice Packs
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