

All Saints' CEVCP School



First Aid Policy

Inspire Challenge Succeed

"At our Church of England School our vision is that all children leave All Saints' as confident, resilient and reflective individuals, with a lifelong love of learning and a curiosity and respect for the world around them."

"In everything, treat others the same way that you want them to treat you" – Matthew 7:12

Review Frequency	Every three years	Approval Level Required	Headteacher
Approved By:	Headteacher	Approval Date:	22/06/2022
Signed:		Print Name:	Clare Lamb Headteacher

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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

3.1 The local authority, school and governing body

Suffolk County Council (SCC) 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 in turn, delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 The headteacher

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

- Ensuring that a suitable number of appropriately trained staff 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.

3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know which members of staff are appropriately trained in first aid.
- Completing accident reports for all incidents they attend to where an appropriately trained first aid provider is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

3.4 Appointed person(s) and first aiders

The school's appointed first aider (or appropriately trained person) is 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 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.

4. First aid procedures

4.1: If an accident occurs in school:

- 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 will be contacted and asked to collect their child. When they arrive, the first aider will recommend next steps to the parents.
- If emergency services are called, parents will be contacted immediately.
- An accident report form will be completed on the same 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.

4.2 If an accident takes place off school premises:

When taking pupils off the school premises, staff will ensure they always have the following:

- Access to a mobile phone.
- A portable first aid kit including.
- Information about the specific medical needs of pupils.
- Parents' contact details.

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.

Risk assessments will be completed by relevant members of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits involving pupils within the EYFS, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school may include the following (based on Health & Safety Executive guidelines) :

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 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.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- Records should include as much detail as possible.
- A copy of the accident report form should also be added to the pupil's educational record.
- 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 appropriately.
- Incidents should also be reported to SCC using the SCC incident reporting form: <https://suffolklearning.com/safety-health-wellbeing/incident-reporting/>
- Please note SCC is responsible for reporting relevant incidents to the HSE as soon as possible or within then days at the latest – these specific incidents 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 scalding 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 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.

6.2 Notifying parents

Parents will be told about any accidents or injuries sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.3 Reporting to Ofsted and child protection agencies

Ofsted will be notified 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.

Relevant and appropriate child protection agencies will also be told of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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 which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the headteacher every three years.

9. Links with other policies

This first aid policy is related to:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions