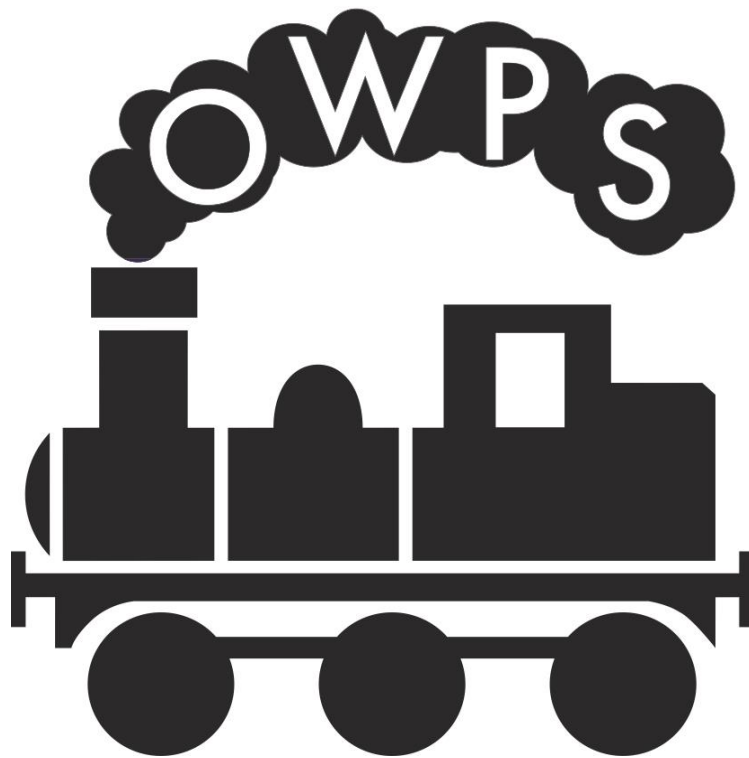


# Orton Wistow Primary School



## Policy and Procedure for First Aid

Status	Recommended
GB Monitor	Accounting For Resources
Staff Lead	Office
Senior Lead	Headteacher
Version	FINAL
Publication Date	SPR 22
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Date Agreed:	
Headteacher:	
Chair of Governors:	

# Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	3
4. First aid procedures .....	4
5. First aid equipment .....	4
6. Record-keeping and reporting .....	5
7. Training .....	6
8. Monitoring arrangements.....	6
9. Links with other policies.....	6
Appendix 1: list of <b>appointed person(s) for first aid and/or trained first aiders</b> ] .....	7
Appendix 2: accident report form.....	10
Appendix 3: first aid training log .....	<b>Error! Bookmark not defined.</b>

## 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 certificate must be on the premises at all times.*

*Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders 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.*

*Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.*

*All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.*

#### 3.1 Appointed person(s) and first aiders

The school's appointed persons are listed in Appendix 1.

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

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 (see the template in appendix 3)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### 3.2 The local authority and governing board

The governing body has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management, operational matters and day-to-day tasks to the headteacher and staff members.

#### 3.3 The School Office Manager

The School Office Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of **appointed persons and 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 (see section 6)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 3) for all incidents they attend to where a first aider is not called and
- 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
- Children are to be accompanied down to the School Office for Assessment should the injury be more serious.
- 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
- 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 Office Manager will contact parents immediately
- The School Office Manager with the relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 4.2 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

Risk assessments will be completed by the lead member 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 certificate on school trips and visits, 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:

- First Aid Station Cupboards
- 3 First Aid kits attached to the wall in the school entrance area, UKS2 and KS2
- Reception (small amount at the desk)
- The School Hall – with Midday Supervisors
- Portable First Aid kits on School Trips

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the **first aider/relevant member of staff** on the same day or as soon as possible after an incident resulting in an injury. Smaller injuries will not have an accident form eg. Small cut, or bump
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- 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 School 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 School Office Manager 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
- 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>

### **6.3 Notifying parents**

The Teacher/School Office Manager or Headteacher 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 if the injury indicates the need.

### **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 Peterborough City Council 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 (see appendix 3).

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the School Office Manager every two years.

At every review, the policy will be approved by the full governing board.

## **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 First Aid and/or trained First Aiders

# STAFF FIRST AIDERS

## STAFF LEVEL 3 PAEDIATRIC FIRST AID TRAINING

Staff Name	Course Name	Date undertaken	Renewal Date
Fiona Schneider	Level 3 Paediatric First Aid	19 January 2022	19 January 2025
Karen Russell	Level 3 Paediatric First Aid	19 January 2022	19 January 2025
Helen Wilson	Level 3 Paediatric First Aid	19 January 2022	19 January 2025
Sara Cole	Level 3 Paediatric First Aid	19 January 2022	19 January 2025
Sue Matthewman	Level 3 Paediatric First Aid	19 January 2022	19 January 2025
Anita Lewis	Level 3 Paediatric First Aid	25 January 2022	25 January 2025
Kate McLaughlin	Level 3 Paediatric First Aid	25 January 2022	25 January 2025
Katy Wyatt	Level 3 Paediatric First Aid	25 January 2022	25 January 2025
Sue Nalton	Level 3 Paediatric First Aid	25 January 2022	25 January 2025
Kelly Samuels	Level 3 Paediatric First Aid	25 January 2022	25 January 2025

## STAFF EMERGENCY FIRST AID

Staff name	Course Name	Date Undertaken	Renewal Date
Sue Sharman	Emergency First Aid	17 January 2022	17 January 2025
Lisa Hall	Emergency First Aid	17 January 2022	17 January 2025
Caroline Ricciardi	Emergency First Aid	17 January 2022	17 January 2025
Nic Marchant	Emergency First Aid	17 January 2022	17 January 2025
Jenny Wharton	Emergency First Aid	24 January 2022	24 January 2025
Tracey Flynn	Emergency First Aid	24 January 2022	24 January 2025

Delivered by Rose O'Brien, on behalf of NUCO Training

## Appendix 2: Asthma, Anaphylaxis and Diabetes Training

### ASTHMA ATTACK

Asthma elearning Module <https://sch.educationforhealth.org/wp/>

January 2022

NAME
JACKIE JOHNSON
RACHEL TANSLEY
JO SIMMONS
CAROLINE RICCIARDI
ROSIE MCCOLL
VICKY GOSNOLD
TINA WILBERT
JACQUELINE JOHNSON
JESSICA MCINTOSH
MARIA BARNWELL
SUE NALTON
LISA HALL
COLIN MARKS
LINDA HARRIES
JENNY WHARTON
LEANNE SERNIK
RACHEL KHAN

# Anaphylaxis Training

Online EPI and Jext Pen Training - <https://www.anaphylaxis.org.uk>  
January 2022

NAME
COLIN MARKS
RACHEL TANSLEY
JACQUELINE JOHNSON
MARIA BARNWELL
SUE NALTON
LISA HALL
LINDA HARRIES

## Diabetes Training

Debbie Donnelly - Paediatric Diabetes Specialist Nurse  
September 2018

NAME
SUE NALTON
KAREN RUSSELL
KATE MCLAUGHLIN
JO SIMMONS
FIONA SCHNEIDER

## Epilepsy Training

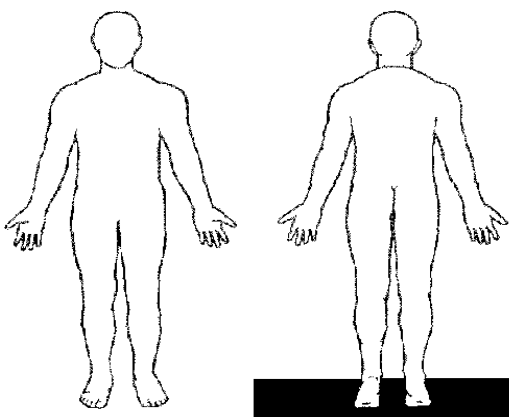
Clare Harrington -School Nurse  
October 2019

NAME
ANITA LEWIS
KAREN RUSSELL
KATE MCLAUGHLIN
TINA WILBERT
CLAIRE ESPISOTO

## Appendix 3: Accident Reporting

### Accident Report Forms

#### ACCIDENT/INCIDENT REPORT FORM

<b>CHILDS NAME:</b>	<b>CLASS:</b>
<b>Location where the accident/incident occurred</b>	<b>Date:</b> <b>Time:</b>
<b>Description of Accident / Incident and comments:</b>  EG: Head Bump  <div style="text-align: center;"> <b>Front</b>      <b>Back</b></div> <p>Mark the area of the body which had the injury:</p>	
<b>Detail of Treatment:</b>  Cold Compress:      YES / NO Ice Pack Applied:      YES / NO Medi Wipe:      YES / NO Bandage:      YES / NO Plaster:      YES / NO Cleaned Cold Water:      YES / NO	<b>IMPORTANT:</b>  SHOULD YOUR CHILD SUFFER ANY DROWSINESS, VOMITING, IMPAIRED VISION OR EXCESSIVE PAIN AFTER RETURNING HOME, PLEASE CONTACT YOUR DOCTOR, THE WALK IN CENTRE OR PETERBOROUGH DISTRICT HOSPITAL.
<b>First Aider Name:</b>  <b>Slip completed by:</b>  <b>Names of witness:</b>	

## Parental consent for School Staff to administer medicine

In accordance with the School policy regarding the administering of medicines, the School will only be able to give medicine to your child when you complete and sign this form.

Date ..... Class.....

Child's Name .....Child's Date Of Birth.....

**Note: Medicines must be in their original container as dispensed by the pharmacy.**

**The School Nursing Team advise that antibiotics can only be given in school if four times a day.**

Name and strength of medicine:

1.

.....

Expiry date.....

Dose to be given .....

Time to be given.....

Name and strength of medicine:

2.

.....

Expiry date.....

Dose to be given .....

Time to be given.....

**Any other instructions** .....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer the medicine, who have received appropriate training in accordance with the Local Education Authority Code Of Practice.

I undertake to ensure that the school has adequate supplies of the medication.

I undertake to ensure that the medicine(s) supplied by me and prescribed by my child's Doctor are labelled correctly, in date, with storage details attached, and will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature.....

Print Name .....

Daytime phone number of parent/contact.....

<b>ACCIDENT REPORTING FORM</b>				
<b>Date of incident</b>	<b>Name of Child</b>	<b>Class</b>	<b>Location of accident</b>	<b>Details of incident</b>
20/01/2022		Squirrels	Class	Fell off chair in class and hit mouth/teeth. Mum came to collect