

Victoria Road Primary School First Aid Policy



POLICY DOCUMENT

Approved by: FGB

Date: December 2023

Date of next review: December 2026

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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

3.1 Appointed person(s) and first aiders

The school's appointed First Aid at Work person is Miss Eden Smith. They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in the main first aid kit in the medical room, and replenishing the contents of this.
- 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 2).
- Keeping their contact details up to date.
- Each class first aider should be responsible for making sure their own medical bag is stocked. When stock is low, first aiders should notify the main first aider who will reorder stock.

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

Kent County Council 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 board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of First Aiders 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 for all incidents they attend to where a First Aider is not called.
- 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.
- 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, either Mrs Revell or Mrs Steele will contact parents immediately.
- A school accident report form for children (located in each class) should be completed for any accident.
- The First Aid at Work person will complete an accident report form (KCC HS157) on the same day or as soon as is reasonably practical after an incident resulting in an injury. This applies to children and adults.
- In addition, any head injuries, first aiders or class teachers should notify parents by phone.
- In EYFS, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 Class Teacher 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:

- The medical room (main stock)
- School Office
- Each classroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- An school accident form will be completed by the First Aid at Work staff member on the same day or as soon as possible after an incident resulting in an injury.
- Each class has their own school accident book. These should be completed and signed for every accident. A copy is sent home for parents. For head injuries, it is advised to contact the parents by phone as well.
- As much detail as possible should be supplied when reporting an accident (including KCC HS157), including all of the information included in the accident form.
- 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 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. Pregnant members of staff who have an injury at work, records need to be kept until their unborn child is 18 years old.

6.2 Reporting to the HSE

The First Aid at Work person 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 First Aid at work person 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.

School staff: reportable injuries, diseases or dangerous occurrences

- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, The First Aider at work person will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Where an accident leads to someone being taken to hospital.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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 First Aider dealing with an incident 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.

6.4 Reporting to Ofsted and child protection agencies

The First Aid at Work person 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 DSL will also notify KCC Safeguarding Advisor 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 Headteacher every 3 years.

At every review, the policy will be approved by the Headteacher and Governors.

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 School First Aiders

Staff member's name	Role	Contact details
Nikki Holloway	CT - Schools First Aid	Year R
Megan Henderson	TA - Paediatric First Aid	Year R
Rebecca Barling	TA - Schools First Aid	Year R
Lucy Parrott	TA - Emergency Paediatric First Aid	Year R
Ellen Galloway	CT - Schools First Aid	Year 1
Michaela Packman	TA – Schools First Aid	Year 1
Emma Sorrell	TA - Schools First Aid	Year 1
Bev Boston	HLTA – Paediatric First Aid	Year R
Jacq Redman	CT - Schools First Aid	Year 2
Lyne Marston	TA - Emergency Paediatric First Aid	Year 2
Tash Mason	TA – Paediatric First Aid	Year 2
Bev Boston	HLTA - Paediatric First Aid	Year 3
Gemma Gower	TA - Schools First Aid	Year 3
Sarah Rogers	CT - Schools First Aid	Year 4
Jane Lee	HLTA - Schools First Aid	Year 4
Victoria Hayward	CT - Schools First Aid	Year 5

Carolyn Stanley	TA - Schools First Aid	Year 5
Roma Pariyar	TA - Paediatric First Aid	Year 5
Lyn Simmons	CT - Schools First Aid	Year 6
Gabi Mayo	HLTA - Schools First Aid	Year 6 & Year 1
Katrina Giles	TA - Schools First Aid	Year 6 & Year 2
Eden Smith	TA - Schools First Aid & First Aid at Work	Year 6
Alice Hawksley	Inclusion Manager - Schools First Aid	Office
Rachel Tomsett	ASC - Emergency Paediatric First Aid	After School Club
Sarah Sampson	ASC - Schools First Aid	After School Club
Sarah Revell	Office – Paediatric First Aid	Office
Sue Vincent	Office - Schools First Aid	Office
Sue Woodward	MDM – Emergency Paediatric First Aid	Midday Supervisor
Katey Woodward	MDM – Emergency Paediatric First Aid	Midday Supervisor
Cheyenne Cafane	Sports Coach - Emergency Paediatric First Aid	Sports Coach

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at work	Miss Eden Smith	07.12.2023	03.01.2026
Schools First Aid		30.10.2023	29.10.2026
Paediatric First Aid	Miss Megan Henderson	21.09.2023	21.09.2026
2 day course	Miss Tash Mason	24.09.2021	24.09.2024
	Mrs Bev Boston	30.10.2023	29.10.2026
Needed for Year R	Mrs Roma Pariyar	01.12.2020	01.12.2023
	Mrs Sarah Revell	30.10.2023	29.10.2026
Emergency Paediatric First Aid	Mrs Lynette Marston	18.11.2021	18.11.2024
1 day course	Mr Cheyenna Cafane	18.11.2021	18.11.2024
	Mrs Lucy Parrott	30.10.2023	29.10.2026
	Mrs Rachel Tomsett	01.12.2020	01.12.2023
	Mrs Susan Woodward	10.01.2022	09.01.2025
	Miss Katey Woodward	10.01.2022	09.01.2025
St Johns Schools First Aid	Mrs Nikki Holloway	30.10.2023	29.10.2026
1 day course	Mrs Ellen Galloway		
	Mrs Jacq Redman		
	Miss Sarah-J Rogers		
	Mrs Victoria Hayward		
	Mrs Lyn Simmons		
	Miss Alice Hawksley		
	Mrs Katrina Giles		
	Mrs Sarah Sampson		
	Mrs Rebecca Barling	04.01.2023	03.01.2026
	Miss Michaela Packman		

	Mrs Emma Sorrell Miss Gemma Gower Mrs Jane Lee Mrs Carolyn Stanley Mrs Gabi Mayo Mrs Susan Vincent		
Dysphagia Awareness Training	Mrs Ellen Galloway Miss Michaela Packman Mrs Jacq Redman Mrs Lynette Marston Miss Natasha Mason	02.02.2023 02.02.2023 05.07.2023 05.07.2023 05.07.2023	02.02.2026 02.02.2026 05.07.2026 05.07.2026 05.07.2026