



# West Thornton Primary Academy

## First Aid Policy

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*J. Robn 12/2/2019*

Signed by Governors

# West Thornton Primary Academy

## First Aid Policy

### 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

### 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:

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- [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

### Roles and Responsibilities

The school's first aiders are shown 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 2)
- 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.

An appointed person is responsible for overseeing the arrangements for first aid within the school, alongside first aiders.

The appointed person's duties include ensuring:-

- That first aid equipment is available at strategic points in the school and checked/stocked by designated staff on a monthly basis. The first aid boxes are located in the following areas: All classrooms and TAs carry First Aid bags during all break times.
- That a sufficient number of personnel are trained in first aid procedures at all times.
- That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years). First Aiders 3. The West Thornton Primary School first aiders are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:
- Understand the role of the first aider.

All first aiders must:

- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction

- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child who has sustained and electric shock
- Know how to provide first aid to an adult, infant and a child with burns and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.

First aiders are responsible for ensuring that the First Aid log located in the medical room on both sites is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

It is the responsibility of the class teacher to ensure that any application of First Aid is reported to parents/carers using a medical report form (Appendix 2) to ensure the parent or carer is informed.

It is the policy of the School that the School will not, in the first instance, contact external agencies to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the emergency services, if felt appropriate. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the first aiders and telephone support if needed.

Having firstly considered the option to consult with higher trained staff, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline and in the case of Pupil injuries, with the Parents or Legal Guardians.

### **The Local Authority and Governing Body**

Croydon Borough 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 Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **The Headteacher**

The Headteacher 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 (see section 6)

### **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing medical reports (See appendix 2) for all incidents they attend
- Informing the Headteacher or their line manager 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, 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 first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the teacher in charge of the trip prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

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.

### **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
- School office
- Every learning zone
- The school kitchen

### **Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. These registers are stored in the medical room of each site. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified and parent notified
- It will be the responsibility of the School Business Manager and site manager to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Personal Development, behaviour and welfare sub-committee as appropriate
- This policy will be monitored by the School Business Manager and reviewed in accordance with any new guidance given.
- The senior leadership team and governing body will have the responsibility for ensuring this policy is formally evaluated every year or sooner if required.
- Additionally the Headteacher and appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school.
- The safeguarding Governor will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher of the school
- This policy will form part of a period of induction of any staff member who is new to the school.

### **Reporting to the HSE**

The School Business 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 Business Manager will report these to Croydon Borough Council. They are then legally required to report the incident to the Health and Safety executive(HSE) 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)
  - 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>

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

The School Business Manager 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 School Business Manager will also notify Croydon Safeguarding Children Board (CSCB) of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Training**

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 1.

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 School Business Manager every year.

At every review, the policy will be approved by the Resources Committee and ratified by the Full Governing Body.

Appendix 1

Name	Date Training Expires	Type of 1 <sup>st</sup> Aid training received
Sue McDermot		3 day 1 <sup>st</sup> Aid at Work
Dee Uwaifo		3 day 1 <sup>st</sup> Aid at Work
Swati Cameron		3 day 1 <sup>st</sup> Aid at Work
Christine Budhan-Mills		3 day 1 <sup>st</sup> Aid at Work
Kirsty McArdle		Paediatric 1 <sup>st</sup> Aid Training
Marley Williams		Paediatric 1 <sup>st</sup> Aid Training
Fousia Bawa		Paediatric 1 <sup>st</sup> Aid Training
Sivasakathy Blaakrishnan		Paediatric 1 <sup>st</sup> Aid Training
Sevil Aslanturk		Paediatric 1 <sup>st</sup> Aid Training
Dina Sunil		Paediatric 1 <sup>st</sup> Aid Training
Megan Doran		Paediatric 1 <sup>st</sup> Aid Training
Stephanie Parker		Paediatric 1 <sup>st</sup> Aid Training
Survana Pachankar		Paediatric 1 <sup>st</sup> Aid Training
Sonia Mukerji		Paediatric 1 <sup>st</sup> Aid Training
Donna Callaghan		Paediatric 1 <sup>st</sup> Aid Training
Luciana Conde		Paediatric 1 <sup>st</sup> Aid Training

Appendix 2

Name	Date Training Expires	Type of 1 <sup>st</sup> Aid training received
Laura Little		Paediatric 1 <sup>st</sup> Aid Training
Sharon Dunbar		Paediatric 1 <sup>st</sup> Aid Training
Lorraine Kerry-Glover		Paediatric 1 <sup>st</sup> Aid Training
Turgay Ali		Paediatric 1 <sup>st</sup> Aid Training
Nagoor Baksh	02.06.21	2 day Paediatric 1 <sup>st</sup> Aid
Rhys Bienaime	08.11.20	2 day Paediatric 1 <sup>st</sup> Aid Training
Sonia Bowers	21.09.19	2 day Paediatric 1 <sup>st</sup> Aid Training
Swati Cameron	02.06.21	2 day Paediatric 1 <sup>st</sup> Aid Training
Sam Deowram	08.11.20	2 day Paediatric 1 <sup>st</sup> Aid Training
Claudia Fonseca	08.11.20	2 day Paediatric 1 <sup>st</sup> Aid Training
Alison Heathcote	08.11.20	2 day Paediatric 1 <sup>st</sup> Aid Training
Tracy Robinson	02.06.21	2 day Paediatric 1 <sup>st</sup> Aid Training

Reporting application of First Aid to parents slip/note

