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FIRST AID POLICY

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 person(s) (see 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 (named staff will inform Mrs Cotter when stocks are low in the surplus stock stored in the staff room cupboard)
- 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.

3.2 The local authority and governing board

Swindon Local Authority 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 head teacher and staff members.

3.4 The Head Teacher

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

- Ensuring that an appropriate number of 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 Class Teachers 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)



3.5 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 2) for all incidents they attend to where a first aider is not called
- Informing the Head Teacher 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, the Head Teacher/Deputy Head Teacher or a member of the Admin team 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.



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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 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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

Each class will have an allocated red rucksack which will be hung on a high hook in the classroom. The rucksack will contain a first aid kit, children's medications and individual care plans. The rucksacks will be taken out for break, lunchtimes, P.E. lessons and trips.



The larger First aid kits are stored in:

- The Year 1 Area by the printer (by the back door)
- Bottom of the Year 5/6 stairs

In the event of a child's Asthma inhaler not working, school keep a spare inhaler which can be used for pupils who have signed consent to do so in the event of an emergency.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by Admin 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.
- 6.2 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 the Swindon Borough Council's 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 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 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:



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- 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 Class Teacher or adult in charge 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 Head Teacher 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 Teacher will also notify The Local Authority 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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the SENDCo annually.

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



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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 appointed persons(s) for first aid

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Teresa Askins	Nursery Nurse	01793 734754
Teresa Beach	High Needs TA	01793 734754
Abi Bond	High Needs TA	01793 734754
Ermanda Burgaj	High Needs TA	01793 734754
Amber Byrne	Teaching Assistant	01793 734754
Lizzie Christopher	Head Teacher	01793 734754
Natasha Cotter	Higher Level Teaching Assistant	01793 734754
Rosie Cozens	Teaching Assistant	01793 734754
Sarah Dalby	Teacher	01793 734754
Claire Dolan	High Needs TA	01793 734754
Pascale Dorey	High Needs TA	01793 734754
Nicola Drew	Teaching Assistant	01793 734754
Claire Edwards	Teaching Assistant	01793 734754
Emma Foster	Teaching Assistant	01793 734754
Julia Gibbs	Teaching Assistant	01793 734754
Pip Grisley	High Needs TA	01793 734754
Junika Gurung	Teaching Assistant	01793 734754
Sarah Gaulton	Teaching Assistant	01793 734754
Laura Manchester	SENDCo	01793 734754



STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Kara Nesbitt	Teacher	01793 734754
Leanne Newbury	Teacher	01793 734754
Gemma Newton	Teaching Assistant	01793 734754
Kerry Paterson	High Needs TA	01793 734754
Laura Ralph	High Needs TA	01793 734754
Rebecca Reeves	High Needs TA	01793 734754
Angie Serratore	Admin Officer	01793 734754
Carla Skinner	Teaching Assistant	01793 734754
Michelle Stoddard	Teaching Assistant	01793 734754
Paul Strange	Deputy Head	01793 734754
Sarah Vincent	Teaching Assistant	01793 734754
Emma Woodbridge	High Needs TA	01793 734754
Martin Woods	Caretaker	01793 734754



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Appendix 2: accident report form

Pupil Details		Context			Type of Injury	Injury Site	Immediate Action	Notification
FULL NAME:	Date: / /	Location		Weather	Bump	Head	Comforted	Class teacher (verbal)
		Front: Playground	Back: Playground	Wet	Bruise	Face	Bathed	Telephone parent
CLASS:	Time :	Sports Zone	Field	Raining	Abrasion, graze	Eye (R / L)	Dressed	Text message sent to parent
		Trim-trail	Climbing Fr.	Windy	Cut	Neck, back, spine	Cold compress applied	Slip sent home
Person Completing Report		In school:		Fort	Sprain	Chest, abdomen	Inhaler given	Headteacher (verbal)
NAME:	SIGNATURE:	Classroom	Purple Path	Foggy	Swelling	Shoulder (R / L)	Parents called	Other (please specify)
		Hall	Yellow Surf.	Icy	Redness	Upper arm (R / L)	Ambulance called	
		Other	Tranquil. G.	Dry	Sus. fracture, break	Elbow (R / L)	Child taken to hospital	Details of accident
			Out. Class.	Sunny	Burn, scald	Lower arm, wrist (R / L)	Subsequent Action	
					Other (please spec.)	Hand (R / L)	Child continued playing	
						Hip joint, thigh (R / L)	Child went back to class	
						Knee (R / L)	Child went home	
						Lower leg (R / L)	Child went to hospital	
						Ankle (R / L)		
						Foot (R / L)		
						Other (specify)		

Pupil Details		Context			Type of Injury	Injury Site	Immediate Action	Notification
FULL NAME:	Date: / /	Location		Weather	Bump	Head	Comforted	Class teacher (verbal)
		Front: Playground	Back: Playground	Wet	Bruise	Face	Bathed	Telephone parent
CLASS:	Time :	Sports Zone	Field	Raining	Abrasion, graze	Eye (R / L)	Dressed	Text message sent to parent
		Trim-trail	Climbing Fr.	Windy	Cut	Neck, back, spine	Cold compress applied	Slip sent home
Person Completing Report		In school:		Fort	Sprain	Chest, abdomen	Inhaler given	Headteacher (verbal)
NAME:	SIGNATURE:	Classroom	Purple Path	Foggy	Swelling	Shoulder (R / L)	Parents called	Other (please specify)
		Hall	Yellow Surf.	Icy	Redness	Upper arm (R / L)	Ambulance called	
		Other	Tranquil. G.	Dry	Sus. fracture, break	Elbow (R / L)	Child taken to hospital	Details of accident
			Out. Class.	Sunny	Burn, scald	Lower arm, wrist (R / L)	Subsequent Action	
					Other (please spec.)	Hand (R / L)	Child continued playing	
						Hip joint, thigh (R / L)	Child went back to class	
						Knee (R / L)	Child went home	
						Lower leg (R / L)	Child went to hospital	
						Ankle (R / L)		
						Foot (R / L)		
						Other (specify)		

Appendix 3: first aid training log

FIRST AID CERTIFICATES

NAME	PAEDIATRIC	EXPIRY DATE	FIRST AID AT WORK	EXPIRY DATE
Teresa Askins				
Teresa Beach	Y (6HR)	06.05.2024		
Abi Bond	Y	02.11.2023		
Ermande Burgej	Y (12HR)	27.06.2022		
Amber Byrne			Y	06.12.2022
Lizzie Christopher	Y (12HR)	22.07.2022	Y	10.07.2022
Natasha Cotter	Y (6HR)	02.11.2023		
Rosie Cozens	Y (6HR)	02.11.2023		
Sarah Dalby	Y (6HR)	06.05.2024		
Claire Dolan	Y (6HR)	06.05.2024		
Pascale Dorey				
Nicola Drew	Y (12HR)	22.07.2022	Y	10.07.2022
Claire Edwards	Y (6HR)	02.11.2023		
Emma Foster				
Julia Gibbs			Y	06.12.2022
Pip Grisley	Y (6HR)	02.11.2023		
Junika Gurung			Y	06.12.2022
Fran Hanrehan	Y (6HR)	02.11.2023		
Sarah Gaulton	Y (12HR)	22.07.2022	Y	10.07.2022
Laura Manchester				
Kara Nesbit				
Leanne Newbury	Y (12HR)	22.07.2022	Y	10.07.2022
Gemma Newton	Y (6HR)	02.11.2023		
Kerry Patterson				
Laure Ralph	Y (12HR)	22.07.2022	Y	10.07.2022
Rebecca Reeves	Y (6HR)	02.11.2023		
Angie Serratore			Y	06.12.2022
Carla Skinner	Y 912HR)	22.07.2022	Y	10.07.2022
Wendy Smart			Y	06.12.2022
Michelle Stoddard				
Paul Strange			Y	06.12.2022
Sarah Vincent	Y (12HR)	22.07.2022	Y	10.07.2022
Jasmine Wood	Y (12HR)	22.07.2022	Y	10.07.2022
Emma Woodbridge	Y (6HR)	06.05.2024		
Martin Woods				
Kim Wyatt	Y (6HR)	01.09.2022		

	Expires 2022
	Expires 2023
	Expires 2024
	Part 2 of 12 hr Paediatric 29.06.21