



The Bellbird Primary School

1st Aid Policy

September, 2021

(To be reviewed September, 2023)

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:

The Health and Safety (First Aid) Regulations 1981 (amended 2018), 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

The Social Security (Claims and Payments) Regulations 1987, 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

Appointed person(s) and first aiders 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 –Headteacher to be aware
- Completing an accident report on the Accident Register on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

The Governing Body:

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

The Headteacher:

The Headteachers are 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 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.

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 Head of School or their 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, a member of the Senior Leadership 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. The report will include as much detail as possible, such as weather conditions, surface condition, witnesses (statements to be collected) etc.

Off-site procedures

First Aid kits will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epi-pens etc. Staff who are first aid trained will accompany all off-site visits.

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

- A school mobile phone (or their own if unavailable but details to be left in school with risk assessments and names of ALL PEOPLE on the school activity).
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the lead teacher 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. (As required by the statutory framework for the Early Years Foundation Stage for any EYFS trips this person will hold a current Paediatric First Aid Certificate)

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Sharp Scissors
- Cold compresses
- Burns dressings
- Disposable aprons
- Disposable masks

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Midday Supervisor Trolley R & KS1
- Midday Supervisor Trolley KS2 (extra bumbag for field area)
- Owls classroom – for playground (bumbag)
- Outside Goldfinches Class – on hook (bumbag)
- Community Kitchen (for lettings)
- The school kitchen

Asthma Pumps/Epi-pens

Schools purchase asthma pumps/epi-pens to use in an emergency where parental consent has been given should always be close to the child and be kept in recognised first-aid cupboard in the child's classroom

Record-keeping and reporting

First aid and accident records are kept in the school medical room and in the 2 first aid trolleys.

- An accident will be recorded by the first aider on the same day or as soon as possible after an incident resulting in an injury on the Accident Register using the pad located in Reception.
- Details when reporting an accident will include the date, time of accident/incident, child's name, a brief summary of the accident and action taken
- Records held in the Accident Register 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.

Reporting to the HSE through on line incident form.

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment should be reported through the online accident reporting system.

The appropriate staff will report any accidents that are RIDDOR reportable to the HSE. HSE guidance on reporting incidents in schools can be found in the HSE information sheet

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

Physical Assault/Injury Staff should complete an accident form if they or a pupil have been physically assaulted or injured by another pupil. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

Near Miss Events

Near-miss events that do not result in an injury, but could have done should be recorded via the accident reporting system. 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

Notifying parents/carers

The Headteachers will be responsible for informing 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.

Training

The Head of School will ensure that the school has adequate first aid trained staff based on the needs of the school following risk assessment.

- The school will keep a register of all trained first aiders, what training they have received and expiry date.
- Staff are encouraged to renew their first aid training when it is no longer valid.
- The Head of School will ensure that there are enough staff trained in paediatric first aid in early years to ensure cover for absence. This meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Contractors working on site

All contractors working on site, whether cleaning staff or tradesmen, must be made aware of the first aid procedures on site including who they should notify if there is an accident.

Monitoring arrangements

This policy will be reviewed by the Head of School every three years or following a change in legislation/school procedure. At every review, the policy will be approved by the Local Governing Board Committee

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medicines in School Policy
- Asthma/Diabetes conditions
- Risk Assessment

Appendix 1
First Aiders in School

First Aid at work

Paediatric First Aid

(Until 11/07/2022) Catharine Dix

First Aiders: Paediatric

(until 09/02/2022)	Paula Wood	MDS
(Until 08/05/2022)	Katie Searle	Wraparound
(Until 18/06/2022)	Chelsea Pacey Kathryn Nightingale Corina Wheeler	T.A. Office T.A.
(Until 24/04/2023)	Laura Guggiari	KS2

Paediatric 1st Aid and Anaphylaxis Auto Injector training

(until July 2024)	Diane Baslington	Office
	Louise Harrison	Office
	Aaron Cope	MDS
	Danielle Ford	TA
	Jess Foster	TA
	Stephanie Hasell	TA
	Anne Marie Irwin	TA
	Michelle Irwin	TA
	Ruth Pruden	TA
Susan Saunders	TA	