



First Aid Policy

Stoke Park Primary School

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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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

As Stoke Park Primary School has Early Years Foundation Stage provision, we ensure that at least one person who has a current paediatric first aid certificate is always on the premises. We aim to train as many support staff as possible with a paediatric first aid qualification.

3.1 Appointed person(s) and first aiders

The school's appointed person is Sharon Knight. She is 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
- Ensuring that records are completed and filed correctly.

First aiders are trained and qualified to carry out the role 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)

Our school's appointed person and first aiders are listed in appendix 1. Their names and photographs are also displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but 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 appointed persons and trained first aid personnel are always present in the school
- 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

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Seeking the help of the appointed person or first aider for all incidents they attend.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs
- Informing the Appointed person when stock in first aid kits needs replenishing

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, who will provide the required first aid treatment
- The appointed person or first aider 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 appointed person or first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed person or 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 staff will contact parents immediately
- The appointed person or 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

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

The class teacher will complete risk assessments prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one qualified first aider on school trips.

There will always be at least one first aider with a current paediatric first aid certificate on EYFS 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
- Foundation Stage
- The school kitchens
- School vehicles
- Kits to take off site are stored in the medical room

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the appointed person or 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 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 in accordance with CST's Records Retention Policy, which includes regulation 25 of the Social Security (Claims and Payments) Regulations 1979. Records relating to accident/injury at work will be held for 12 years after the date of incident. In the case of serious accidents, a further retention period will need to be applied. Accident reporting records for adults will be held for 6 years after the date of the incident and for children for 25 years from the child's date of birth. They will then be securely disposed of.

6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident that 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 Delegated Services as soon as is reasonably practicable and in any event within 10 days of the incident. Delegated Services will inform the Health and Safety Executive if deemed necessary.

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

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 appointed person, first aider or class teacher 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.

Depending on the severity of the accident and treatment required this would either be by phone at the time of accident, at the end of the day when the child is collected or by the child being given a note to take home.

7. 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).

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

The completed accident reports will be monitored weekly by the appointed person

This policy will be reviewed by the School Business Manager and qualified first aiders in school annually.

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, Safety and Wellbeing Policy
- Risk Assessment Policy
- Policy on supporting pupils with medical conditions
- Sun Protection Policy

Appendix 1: list of appointed people for first aid and trained first aiders

Sharon Knight	First Aid at Work expiry 02/11/2024 and Paediatric First Aid expiry 29/01/2027 Anaphylaxis, Epilepsy and Buccal Midazolam training 9/11/2020
Katie Connolly	Paediatric First Aid expiry 29/01/2027 Allergy & Epilepsy Awareness 10 & 17/11/2021
Annette Daly	Paediatric First Aid expiry 29/01/2027 Allergy & Epilepsy Awareness 10 & 17/11/2021
Kath Donlan	Paediatric First Aid expiry 29/01/2027 Anaphylaxis, Epilepsy and Buccal Midazolam training 10/11/2020
Carly Winkworth	Paediatric First Aid expiry 29/01/2027 Anaphylaxis, Epilepsy and Buccal Midazolam training 19/11/2020
Rachel Dicks	Paediatric First Aid expiry 29/01/2027 Allergy Awareness 10/11/2021 Anaphylaxis, Epilepsy and Buccal Midazolam training 25/11/2020
Amy Annear	Paediatric First Aid expiry 29/01/2027 Allergy & Epilepsy Awareness 10 & 17/11/2021
Linda Facciponti	Paediatric First Aid expiry 29/1/2027 Anaphylaxis, Epilepsy and Buccal Midazolam training 26/11/2020
Louise Butt	Paediatric First Aid expiry 16/6/2025 Anaphylaxis, Epilepsy and Buccal Midazolam training 7/12/2020
Jody Cook	Paediatric First Aid expiry 13/02/2027 Anaphylaxis, Epilepsy and Buccal Midazolam training November 2020
Clemmie Dudley	Paediatric First Aid expiry 29/01/2027
Victoria Bendon	Paediatric First Aid expiry 29/01/2027
Maisie Hughes	Paediatric First Aid expiry 29/01/2027

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	

Copy of this report given to: please circle below or write alternative

pupil to take home, parent/carer at end of day, ASA, ASC staff