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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 person is Davinia West, Office Manager. They are responsible for:

- Ensuring there are sufficient members of staff who are first aid trained.
- Ensuring staff respond in a timely and appropriate manner to all injuries and illnesses.
- Taking charge when someone is seriously injured or becomes seriously ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits by delegating this task to an appropriate member of staff.
- 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 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 trained 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 and appointed person(s) in school are
- Completing accident reports for all incidents they attend to where the appointed person, Davinia West 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 the 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 will contact parents immediately
- The first aider who treated the casualty 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.

4.2 Off-site procedures

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

- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - 2 instant ice packs
 - 5 sick bags
 - Information about the specific medical needs of pupils

Risk assessments will be completed by the class teacher and checked by Angela Gibson (trips coordinator) 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.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins

- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room (Junior side)
- School Office (Infant side)
- Each class has a basic first aid kit
- Trip first aid kits are in the office

Emergency Medication (not for general use)

- Auto injector (Epipen) – stored in Office. **Can only be administered in an emergency to someone who has been prescribed an auto injector by their doctor.**
- Asthma inhaler – stored in Office. **Can only be administered in an emergency to someone who has been prescribed an inhaler by their doctor.**

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident/incident 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
- 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 by shredding.

6.2 Reporting to the HSE

The Office 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 Office Manager will report these to the HSE 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:
 - 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 first aider and/or the office staff will inform parents by phone of any head injury within an hour of injury or by wristband of any other accident or injury sustained by a pupil, and any first aid treatment given.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

All Staff have undertaken training on choking and using a defibrillator.

8. Monitoring arrangements

This policy will be reviewed by the Office Manager every year

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

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy

- Policy on supporting pupils with medical condition

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Hollie Madeley	Teacher / EYFS Lead	hmadeley@oakmere.herts.sch.uk
Lena Hammond	LSA	lhammond@oakmere.herts.sch.uk
Karen Black	LSA	kblack@oakmere.herts.sch.uk
Jodie King	TA	jking@oakmere.herts.sch.uk
Roxanne Flannagan	ASC	rflannagan@oakmere.herts.sch.uk
Sindu Selvaraj	TA	sselvaraj@oakmere.herts.sch.uk
Carol Hedges	MSA	chedges@oakmere.herts.sch.uk
Lorraine Williams	Receptionist	williams@oakmere.herts.sch.uk
Sam Corr	TA	scorr@oakmere.herts.sch.uk
Tanya Wilson	TA	twilson@oakmere.herts.sch.uk

Appendix 2: accident report form

Accident / Incident Report

ACCIDENT / INCIDENT / ILLNESS REPORT SLIP		Pupil's Name		Date
				Time
				Class
Location and details of accident / incident / illness				
Head Injury		Sprains / Twists		Parent / Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump / Bruise		Stomach Pains / Upset Tummy		Well enough to remain in school after First Aid
Cut / Graze		Mouth Injury / Tooth Ache / Loose or Missing Tooth		<p align="center">IMPORTANT</p> <p align="center">Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.</p>
Headache / High Temperature		TLC Applied		
Vomiting / Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

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 RENEWED (WHERE APPLICABLE)
Paediatric First Aid	Hollie Madeley	September 2022	September 2025
Paediatric First Aid	Lena Hammond	September 2022	September 2025
Paediatric First Aid	Karen Black	November 2021	November 2024
Emergency First Aid at Work	Karen Black	November 2021	November 2024
Paediatric First Aid	Roxane Flanagan	November 2021	November 2024
Paediatric First Aid	Jodie King	July 2022	July 2025
First Aid in Schools	Nicola Huxley	September 2021	September 2024
Paediatric First Aid	Sinduja Selvaraj	July 2023	July 2026
Paediatric First Aid	Carol Hedges	July 2023	July 2026
Paediatric First Aid	Lorraine Williams	July 2023	July 2026
Paediatric First Aid	Sam Corr	July 2023	July 2026
Paediatric First Aid	Tanya Wilson	July 2023	July 2026