

St. Mary's Church of England Primary School

Fownhope

FIRST AID POLICY



What we nurture today, flourishes tomorrow

UPDATED MAY 2020

A rich education is more than simply learning reading, writing and maths. It is about helping a child grow into their full potential as inquisitive, well balanced and cheerful adults. As a Christian school we nurture children to display the 'fruit of the Spirit', which is "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22-23). At St Mary's you will find children growing in mind, body and spirit as they form good relationships with each other, the staff and discover a faith which will sustain them in a rapidly changing world. As our motto has it: "what we nurture today flourishes tomorrow".

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 First Aid staff are listed at the end of this policy. 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
- Keeping their contact details up to date

3.2 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 headteacher and staff members.

3.4 The headteacher

The headteacher 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 that all staff are aware of first aid procedures
- Ensuring that 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)

3.5 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 for all incidents they attend to where a first aider 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 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 headteacher 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

4.2 Off-site procedures

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

- A 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 visit leader using EVOLVE prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on pre-school and Reception school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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

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 school office
- The school kitchen
- Pre-school

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
- A red wristband will be issued to the child in the event of a head or serious injury, to inform parents of the incident

- 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 headteacher 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 headteacher will report these to the 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 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>

6.3 Notifying parents

The teacher/ pre-school manager 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 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 the local safeguarding team 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member of St. Mary's Pre-School 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

This policy will be reviewed by the headteacher and health and safety governor every two years. At every review, the policy will be approved by the full governing body.

Annex 1 Extra Arrangements in the Event of School Re-opening after the COVID-19 closure

The following procedures will be followed in the event of a phased re-opening of the school after closure due to the Coronavirus pandemic in 2020:

- We ensure good hand washing procedures e.g. for at least 20 seconds with soap & hot water (after toilet, on entry into school and before eating and dry thoroughly. Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing;
- Install hand sanitiser stations, for example at the School entrance for pupils and any other person passing into the School to use;
- Children are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically into the lidded bins in each classroom;
- We keep a record of the cleaning of equipment;
- School is divided into three zones for re-opening, with a First Aid station (containing a range of first aid equipment) in each zone;
- At least one First Aider will be allocated to each group of children for the re-opening.
- A paediatric first aider will be placed in the lowest age group containing two pre-school children.
- To save the need for children to come to the main office, First Aid will be administered within the three coloured zones/ groups.
- We wear protective clothing when dealing with accidents. (e.g. disposable gloves, aprons, facemasks as staff will be briefly within the 2-metre social distancing zone);
- Hand sanitiser and cleaning wipes are available at all central locations;
- Children will use the same equipment, e.g. pencil every day and will leave it at school.
- A protocol is in place that is followed regarding contact with blood and body fluids.
 - Gloves & apron worn - facemask if care/ assistance has necessitated a staff member being within 2 metres;
 - Soiled articles sealed in a plastic bag, which is then placed in another lined bin;
 - Staff aware of procedures for the prevention of blood borne virus infection.
- If anyone becomes unwell with a new, continuous cough or high temperature or anosmia in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult

supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;

- If they need to go to the W.C. while waiting to be collected, they should use a separate bathroom if possible. The W.C. should be cleaned and disinfected using standard cleaning products before being used by anyone else;
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);
- In a COVID19 emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;
- If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- In line with government guidelines, in the unlikely event that any child or adult within a teaching group is confirmed to have COVID-19 (through testing), the whole group will be sent home and advised to self-isolate for 14 days. If symptoms of coughing and temperature are displayed, the child or adult will be sent home and advised to self-isolate for 7 days.

For more information please see the school website for the following linked documents:-

- Re-opening risk assessment
- Child protection and safeguarding policy
- Intimate care policy
- Infection control policy
- Health and safety
- Behaviour policy

First Aiders at St. Mary's CE Primary School

Mrs H. Corbet* (school business manager)

Miss E. Hunt* (administrative assistant)

Mrs A. Robinson (higher level teaching assistant)

Mr A. Hewitt* (higher level teaching assistant)

Miss S. Stockton* (teaching assistant)

Mrs K. Napper* (support assistant)

Mrs R. Perkins (support assistant/ lunchtime supervisor)

Mrs J. Bell* (pre-school manager)

Ms R. Berry* (pre-school deputy manager)

Ms R. Wallis Sorbo* (pre-school assistant)

Mrs K. Jones (lunchtime supervisor)

Ms J. Cornwall (lunchtime supervisor)

Mrs A. Layton (lunchtime supervisor/cleaner)

*denotes a paediatric first aid qualification

This policy was approved by the Chair of Governors and Safeguarding Governor on :	27 th May 2020
Headteacher:	Tim Milne
Chair of Governors:	Chris Moore
Health and Safety Governor:	Mark Cooper
Review Date:	May 2022