



First Aid Policy

This policy will be reviewed **annually**, or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for approval and adoption.

Ratified By: **Full Governing Board**

Date Ratified: 26th September 2023

Next Review Due: September 2024

Stickney Vision

At Stickney our Christian vision shapes all we do. Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

New Leake Vision

New Leake Primary is also shaped by its vision as it is an inclusive school which aims to provide a quality education for all within a caring, inspiring and creative learning environment where pupils are valued as individuals, empowered to achieve their potential, and make a positive contribution to our community.

This Policy details the first aid provision for the staff members, pupils and visitors at Stickney Primary School and New Leake Primary School. As the two schools are located on different sites there are separate first aid risk assessments for each school. (example Appendix 1)

1. Aims:

- 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 & safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation & Guidance:

The 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:

- [Health and Safety \(First Aid\) Regulations 1981](#), which states 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](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health & Safety at Work Regulations 1999](#), which requires employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [Guidance Health Protection in Schools and other Childcare facilities](#).
- [Department of Health Guidance on Infection Control in Schools and Other childcare facilities](#)
- [The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#), which states 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 \(Claims and Payments\) Regulation 1979](#), which sets out rules on the retention of accident records
- [The Education \(School Premises\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Controlled Waste Regulations 2012](#)
- [Health and Safety at Work Act 1974](#) The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It's sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA.
- [Social Security Administration Act 1992](#)
- [Data Protection Act 2018](#)

Status

The Governors and Executive Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3. Roles & Responsibilities:

Appointed person(s) and first aiders

The Federation has two appointed First Aid Leads, (one based at each school) and they are trained and qualified to carry out the role and 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.
- Will be consulted when sending pupils home to recover where necessary
- Ensuring that an accident report is completed, as soon as reasonably practicable, after an incident by the relevant member of staff.

Details of our Federation School First Aider Leads details are displayed prominently in each school.

Staff members receive basic Emergency First Aid at work training every three years. When new staff members join the schools, they are booked on to the first available Emergency First Aid at Work training course, then join in with the three yearly training when it reoccurs.

There are several members of staff who have additional Paediatric First Aid training. In particular, several members of EYFS staff receive paediatric first aid training and one at least of these is always present in school with pupils and also accompanies them on any offsite visits.

The Local Authority and Governing Board:

Lincolnshire County Council has ultimate responsibility for health and safety matters in schools, but delegates responsibility for the strategic management to the Schools' Governing Board.

First Aid Organisation:

The Federation's arrangements for carrying out the policy include the following key principles:

- the Governing Body duty to approve, implement and review this policy
- individual responsibility on all employees
- a duty to report, record and, where appropriate, investigate all accidents
- recording of all occasions where first aid is administered to employees, pupils and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record

- of that training, reviewable annually.
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school (see example Appendix 1)

Executive Headteacher:

The Executive Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in 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
- Undertaking, or ensuring managers/senior leaders undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering for the medical needs of pupils
- Reporting specified incidents to the HSE when necessary. (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and First Aid Leads in school are
- Informing the Executive Headteacher or their line manager of any specific health conditions or first aid needs
- Completing accident reports for all incidents they attend to where a first aider is not called

For injuries to children, the schools currently use the online Evolve accident book which all staff are able to access. It is the responsibility of the member of staff administering the first aid to complete the online Evolve report and ensuring the email button is selected so parents/carers are notified.

More serious accidents are reported:

- to parents directly from the classroom or school office.
- To LCC through the evosafe form
- To Riddor if required
- To governors by the Executive Head Teacher

All bumps to the head are reported to parents, via a phone call home, parents will be given the choice whether or not to collect them from school.

All accidents and dangerous occurrences arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator. This requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on or off school site when a school activity is involved. The Health & Safety Co-ordinator will access both schools Evolve Accident books to review accidents on a regular basis.

For the recording of injuries to staff and other adults, the Evolve online Accident should be completed by the affected adult when they are a staff member. Visitors and other adults would be supported to complete an entry onto the Accident Book by a member of staff. This entry will then be uploaded onto evosafe by the administrator. The Executive Headteacher and Health & Safety Co-ordinator are made aware of any such incidents as soon as reasonably practicable.

School Bursar

The School Bursar will act as a Health and Safety Co-ordinator and will inform all employees at each school, during their induction of the following:

- The arrangements for reporting and recording accidents and incidents
- The arrangements for first aid
- Those employees with first aid qualifications
- The location of the First Aid Boxes.

In addition, the School Bursar will

- oversee records of all first aid incidents at the schools
- manage records of first aid training
- alongside the administrator, ensure up to date signs are displayed in the schools providing information about the Lead First Aider at each site, and other employees with first aid qualifications, which includes those with Paediatric First Aid qualification.

In order to provide first aid for pupils and visitors, the School Bursar will undertake a risk assessment to determine, in addition to the First Aiders, the number and relevant training of Paediatric first aiders required. In implementing the outcome of the risk assessment, the Governing Board acknowledges that, unless first aid support is part of a member of staff's contract of employment, those who agree to administer first aid, do so on a voluntary basis.

4. 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, and otherwise the member of staff, if qualified will deal with the incident themselves.
- The 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 First Aider will also decide whether the injured person should be moved or placed in a recovery position
- If the First Aider Lead judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon arrival the First Aider will recommend the next steps to the parents.
- If emergency services are called, the Executive Headteacher or if not available, a member of the School Administration Team will contact the parents immediately.
- Where hospital treatment is required but not an emergency, the First Aider or member of the School Administration Team will contact the parents in order for them to take over responsibility for the pupil
- The relevant member of staff will complete the accident report form on the same day as soon as reasonably practical after an incident resulting in an injury.

Medical Room

In compliance with The Education (School Premises) Regulations 2012, the Governing Board will ensure that a room is available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Paper towels
- Range of first aid equipment and proper storage
- Soap
- Clean protective garments for first aiders
- Suitable refuse container
- Appropriate record keeping systems and facilities

First Aid at Break times

While every care is taken to minimize the risk of accidents occurring in school, it is inevitable that minor bumps and grazes will happen.

If the child simply requires their hands to be washed due to falling on the playground, the child will be supported to use the outside sink to clean themselves up. When a child is particularly distressed due to falling over, they may be sent with an accompanying friend to the teacher on duty inside for monitoring.

These injuries should only be cleaned using clean water and a plaster applied if necessary. Each classroom has a list of children who cannot have plasters due to an allergy.

Should a child have a severe accident, it should first be assessed by the first aider if the child can be safely moved to a quiet location. If the child cannot be moved, all other children will be removed from the location in a discreet manner.

Sickness

When a child presents as unwell during the school day the child is monitored for a short period of time in the classroom by the class teacher. This period of monitoring allows the teacher to assess whether the pupil is well enough to continue with their learning activities that day. At Stickney there is a green bucket located in the medical room designated for the use of vomit only. At New Leake there is a red bucket with a sick bag in stored in the main office that can be collected/called for when needed. If a child reports that they feel nauseous, the bucket should be positioned close to the child for the period of monitoring. If it is decided by the class teacher and attendance officer after a period of monitoring that a child is not well enough to remain in school, parents/carers will be contacted.

Hygiene Procedures for Disposal of Bodily Fluids

Any waste which contains excrement, urine or blood should be sealed in a bag and disposed of in the designated waste bin in the medical room. It is the responsibility of the caretaker at each school to remove the waste from the medical room each day and dispose of safely. The bags are sealed up and put directly into the general waste skip

Administration of Medicines to Pupils

The Federation has a Supporting Pupils with Medical Conditions Policy (including a section on the administration of medication) which details the Federation's procedures for the handling, storing and administration of medication by staff members.

Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of the pupils
- Access to parents' contact details

Risk assessments will have been completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises

Regarding the Early Years, there will always be at least one first aider with a current

paediatric first aid certificate on school trips, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one member of staff who is first aid trained on school trips and visits in Key Stage 1 and 2.

First Aid Equipment

A typical first aid kit in our schools 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
- Disposable apron
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Anti bac hand gel

No medication is kept in first aid kits.

Full First aid boxes in the schools are located in the medical rooms, but there is also first aid provision in all of the classrooms in both schools. At New Leake the store of first aid equipment is in first aid cupboard in main office, and at Stickney it is in the Medical room.

In addition, there are travel kits for offsite visits and sporting/dance events. The contents of these boxes are checked on a regular basis by the Appointed Person/First Aider.

The majority of school staff have undertaken basic first aid training, however, staff must only engage in a first aid activity for which they have received appropriate training.

If any member of staff requires assistance during the administration of first aid, they would seek support from an additional adult, and may include calling for the Lead First Aider. If a member of staff notices that the contents of the boxes have been depleted, the member of staff should inform the Lead First Aider as soon as practicably possible.

5. Record Keeping and Reporting

First Aid and Incident & Accident Reporting

- A report will be completed on the online Evolve Accident book by the relevant member of staff on the same day as soon as possible after the accident/incident resulting in an injury.
- A copy of the report will be emailed to parents from the online Evolve Accident book.
- If required, the incident will be uploaded onto the evosafe reporting system.

Reporting to the Health & Safety Executive (HSE)

The Governing Board is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which requires that employers such as the Council must notify the Health and Safety Executive (HSE) of certain types of work related incidents.

The Executive Headteacher will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013 legislation (regulations 4,5,6 & 7)

The Executive Headteacher will complete the relevant RIDDOR and request witness statements from all first aiders involved with the incident as soon as reasonably practicable and in any event within 10 days of the incident.

Online Reporting to the HSE

All RIDDOR reportable incidents must now be reported using the HSE's on-line webpage.

Reporting to the HSE

The telephone service remains available for reporting fatal and major injuries only – call the HSE's Incident Contact Centre (ICC) on 0345 300 9923 (opening hours Monday to Friday 8.30 a.m. – 5.00 p.m.)

Reportable injuries, diseases or dangerous occurrences include:

- A fracture, other than to fingers, thumbs and toes
- Amputations
- An injury likely to lead to the permanent loss of sight or reduction in sight
- Any Crush injuries to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Scalping (separation of skin from the head) which require hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injuring arising from working in an enclosed space, which leads to hypothermia, 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 the 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:

<http://www.hse.gov.uk/riddor/report.htm>

LCC RIDDOR reporting

We follow the Lincolnshire County Council On-Line FNOL (ex-PO3) Accident/incident form on the EvoSafe Reporting system.

Employees must report the accident/incident details as soon as possible via the on-line Evosafe system

Managers will receive an automatic e-mail from the EovSafe system informing them that a member of staff has completed a form. Managers must check the details of the form and/or monitor the situation to confirm whether the incident falls or has the potential to fall within the criteria of a RIDDOR reportable incident.

Non-RIDDOR accident reporting

All work related injuries and cases of ill health must be:

- Investigated by the Health and Safety Co-ordinator and where appropriate measures implemented to prevent re-occurrences
- Recorded in the Accident Book (stored in the main school office).

SPECIFIED RIDDOR REPORTABLE INJURIES for EMPLOYEES/SELF EMPLOYED

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury
- or
- it is an accident in school which requires immediate emergency medical treatment at hospital

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

6. Training

All school staff are offered emergency first aid training at work. This is available triennially, with new staff taking part in the first available training sessions following their induction.

All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school keeps a register of trained First Aiders, what training they have received and when this is valid to.

At all times, at least one 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.

7. Links with other policies

- **Health and Safety Policy**
- **Risk Assessment Policy**
- **Policy on Supporting Pupils with medical conditions**

FIRST AID RISK ASSESSMENT OUTCOME
xxxxxxxxx Primary School

First-Aid Personnel	Required Y/N	Numbers needed
First-aider with a first aid at work (FAW) certificate		
First-aider with an emergency first aid at work (EFAW) certificate		
First-aider with additional training		Paediatric: Anaphylaxis: Type 1 Diabetes: Epilepsy: Mini-button & suction:
Appointed Person		
First-Aid Equipment and Facilities	Required Y/N	Numbers needed
First Aid Container		
Additional Equipment		
Travelling First-Aid Kit		
First-Aid Room		

Date:

Assessors:

Signed:



The first aid kit is available in the medical room. Each classroom also has a supply of plasters.

Appointed Person
Paediatric First Aiders
First Aiders with Type 1 Diabetes Training
First Aiders with Mini-button and Suction Training