

Spires Federation

Policy

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First Aid Policy

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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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 Aided are listed below. 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 as, 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 site.

3.2 The local authority and governing board

Lincolnshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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 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 in school are
- Completing accident reports (see appendix 2) 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 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 on-site SLT member or teacher will contact parents immediately
- The first aider or relevant staff member will complete the relevant accident slip 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 school mobile phone
- 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
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Educational Visits Co-Ordinator 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 (where EYFS are attending), as required by the statutory framework for the Early Years Foundation Stage. For all other trips, a first aider will be present.

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 staff room
- Classrooms (where appropriate)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
 - For less-serious day to day pupil injuries, use the 'cheque book' style Incident/Illness Report book. The white copy will go home with the child and the yellow carbon-copy will be retained in the book for school records.
 - For more serious incidents, use the green Pupil Accident Book. The tear out page will then be handed to admin to be signed and checked by a member of SLT.
- All incidents recorded in the accident books must be photocopied and a copy handed to a member of the administration team. This information must then be uploaded onto the LCC EvoSafe System (<https://lincolnshire.evoclaim.com/Public/WizardPage/Page/d2c9d6bc-7f6c-404b-be2e-5c2d8c61e153?page=0>)
- Please ensure the photocopied form includes the following details (these can be added where relevant):
 - Details of the person completing the form
 - Location/address of where it happened
 - What/how/ it happened
 - Date of the incident
 - Details of the person involved/injured
 - Employee number (where relevant)
 - Details of any injury/damage
 - Hospital/first aid details (where relevant)
- For further guidance, please visit: <https://professionals.lincolnshire.gov.uk/downloads/file/730/evosafe-employee-user-guidance->
- 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. All completed first aid books should be handed to admin for filing.

6.2 Reporting to the HSE

The SBM 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 SBM will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the SBM will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Executive Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Executive Head Teacher will also notify LCC 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.

8. Monitoring arrangements

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the headteacher and health and safety lead.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Name	School	Role
Mr Hodgson	Digby	Pixies Teacher
Mr Margason	Digby	Imps Teacher
Mrs Needham	Digby	Gnomes Teacher
Mrs Brown	Digby	Imps Teaching Assistant
Mrs Chambers		Gnomes Teaching Assistant
Mrs Lamb	Digby	Gnomes 1:1 Teaching Assistant
Mrs Evans	Digby	Pixies Teaching Assistant
Mrs F Elliott	Digby	Wrap Around Club Assistant
Mrs Whotton	Digby	Pixies 1:1 Teaching Assistant
Miss Dearden	Digby	Pixies Apprentice Teaching Assistant
Miss A Redsell	Digby	Midday Supervisor
Miss M Redsell	Digby	Midday Supervisor
Mrs Trice	Digby	Midday Supervisor and Bus Supervisor

Name	School	Role
Miss Barratt	Dunston	Oak Teacher
Mrs Parker	Dunston /Nocton	Oak 1:1 Teaching Assistant
Mrs Bond	Dunston	Redwood Teacher
Mrs Rigley	Dunston	Oak 1:1 Teaching Assistant
Mrs Butler	Dunston	Oak Teaching Assistant
Mrs Colley	Dunston	Redwood TA/MDS/WAC
Miss Green	Dunston	Apples TA/MDS/WAC

Mrs Stevenson	Dunston	Apples Teacher
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Name	School	Role
Miss Vaughan	Nocton	Flamingos Teacher and SENCO
Mrs Norris	Nocton/Digby	Flamingos, Panthers and Gnomes Teacher
Mrs Booth	Nocton	Midday Supervisor
Mrs MacNicol	Nocton	Panthers Teacher
Miss Dowse-Thompson	Nocton	Apprentice Teaching Assistant
Miss Hollis-Stocks	Nocton	Apprentice Teaching Assistant
Miss Urquhart	Nocton	Flamingos 1:1 Teaching assistant
Miss Hoddinott	SBM	Business Manager

Name	School	Role
Miss Winters	SLT	Executive Headteacher
Mrs Toulson	SLT	Federation Deputy Head
Mrs Miller	SLT	Senior Federation Lead
Mrs Hayward	Dunston & Nocton	Administrator
Mrs Elliott	Dunston	Administrator

First Aid Procedures

Day to Day Accidents:

For less serious day to day pupil injuries:

- Use the 'cheque book' style Incident/Illness Report Book.
- Send the white copy home with the child and the yellow copy will be retained in the book for school records.
- Hand all completed books to admin for dead-filing.

Serious Incidents:

For more serious incidents that you feel need reporting to SLT or the Health and Safety Officer:

- Use the green 'Pupil Accident Book'.
- Hand the tear out page from the green book to admin. This will then be checked and signed by SLT, with any further action taken as necessary.

Staff and Visitor Accidents:

- Record any staff and visitor accidents in yellow 'Accident Book'.
- Hand this to admin for signing by SLT.

Any forms that are completed must be handed to admin to be uploaded to LCC EvoSafe.



Appendix 3: first aid training log

Name	School	Current Training	Expiry
Mr Hodgson	Digby	Paediatric 7.12.23	7.12.26
Mr Margason	Digby	Basic First aid 03.23	03.26
Mrs Needham	Digby	Basic First aid 03.23	03.26
Mrs Brown	Digby	Paediatric 07.21	07.24
Mrs Chambers		Basic First aid 03.23	03.26
Mrs Lamb	Digby	Paediatric 07.21 Basic First aid 03.23	07.24
Mrs Evans	Digby	Basic First aid 03.23 Paediatric 7.12.23	03.26 7.12.26
Mrs F Elliott	Digby	Basic First aid 03.23	03.26
Mrs Whotton	Digby	Paediatric 7.12.23	7.12.26
Miss Dearden	Digby	Paediatric 7.12.23	7.12.26
Miss A Redsell	Digby	Basic First aid 03.23	03.26
Miss M Redsell	Digby	Basic First aid 03.23	03.26
Mrs Trice	Digby	Basic First aid 03.23	03.26

Name	School	Current Training	Expiry
Miss Barratt	Dunston	Basic First aid 03.23	03.26
Mrs Parker	Dunston /Nocton	Basic First aid 03.23 Paediatric 7.12.23	03.26 7.12.26
Mrs Colley	Dunston	Basic First aid 03.23	03.26
Miss Green	Dunston	Basic First aid 03.23	03.26
Mrs Stevenson	Dunston	Basic First aid 03.23	03.26
Mrs Bond	Dunston	Basic First aid 03.23	03.26
Mrs Rigley	Dunston	Paediatric 2.9.21	1.9.24
Mrs Butler	Dunston	Paediatric 7.12.23	7.12.26

Name	School	Current Training	Expiry
Miss Vaughan	Nocton	Paediatric 7.12.23	7.12.26
		Basic First aid 03.23	03.26
Mrs Norris	Nocton/Digby	Basic First aid 03.23	03.26
Mrs Booth	Nocton	Basic First aid 03.23	03.26
Mrs MacNicol	Nocton	Basic First aid 03.23	03.26
Miss Hoddinott	SBM	Emergency First aid 11.21	11.24
Miss Dowse-Thompson	Nocton	Level 3 Paediatric	29.4.24
Miss Hollis-Stocks	Nocton	Paediatric 7.7.22	7.7.25
Miss Urquhart	Nocton	Paediatric	8.11.25

Name	School	Current Training	Expiry
Mrs Miller	SLT	Basic First aid 03.23	03.26
Mrs Toulson	SLT	Basic First aid 03.23	03.26
Miss Winters	SLT	Basic First aid 03.23	03.26
Mrs Hayward	Admin	Emergency First aid 14.2.2020	
Mrs Elliott	Admin	Basic First aid 03.23	03.26