



Hayesdown First School

First Aid Policy

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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Lyn Kelly. 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. This is delegated to Tracy Powis at Hayesdown First School.
- 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 3)
- Keeping their contact details up to date

Our school's appointed person and 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.

3.4 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 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)

3.5 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 (see appendix 2, 3 ,4) 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 (EFAW), if appropriate, who will provide the required first aid treatment.
- The first aider will assess the injury and decide if further assistance is needed from a colleague (First Aid at Work or Paediatric First Aider) 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 appointed person or admin assistant will contact parents immediately
- The first aider will complete an accident report slip/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

Risk assessments will be completed by the class teacher and EVC 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 Reception Class 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 all other 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
- Hypo Allergenic Disposable gloves
- Sterile Saline Wipes
- Plasters of assorted sizes
- Scissors
- Cold compress
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Classrooms
- The Haven

6. Record-keeping and reporting

6.1 Accident Record Slip, Accident Record Form and Log Book (see School Accident Reporting Procedures flowchart: Appendix 2)

- The school Accident Record Slip will be used to record minor injuries which require minimum or little first aid: Appendix 3. These are handed to the school office who record and hold them centrally for GDPR reasons
- For accidents and injuries which require more substantial first aid, an Accident Report Form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. A copy of this form will be given to the parent should they wish to follow up with an additional health care check up.
- As much detail as possible should be supplied when reporting an accident, including all of the information on the Accident Report Form: Appendix 4
- A copy of the Accident Report Form will be kept in the Accident Log Book and also be added to the pupil's educational record by the school administration staff.
- Records held in the Accident Record Slips and Accident Log 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 [*You should check whether your insurer requires accident records to be retained for a longer period of time*]

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 15 days of the incident. This will be through the Banes Health and Safety Website "onestop" online reporting system for Health, Safety and Organisational Management hsonestop.org.uk

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](https://www.hse.gov.uk/riddor/report.htm)

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

At Hayesdown First School this is through the use of the Baner Health and Safety online reporting system for Health, Safety and Organisational Management hsonestop.org.uk

Any reportable injury will be investigated using the Accident Investigation Form (appendix 5) and kept in the Accident Log Book.

6.3 Notifying parents

The class teacher, teaching assistant or school administration staff 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. A first aid notification slip will be provided to the parents and where required a Head Bump form.

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 Designated Safeguarding Lead will also notify Somerset 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.

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 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 every 3 years.

At every review, the policy will be approved by the Local 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 conditions

Date agreed by Full Governing Body: May 2023

Signed (Chair of Governors):

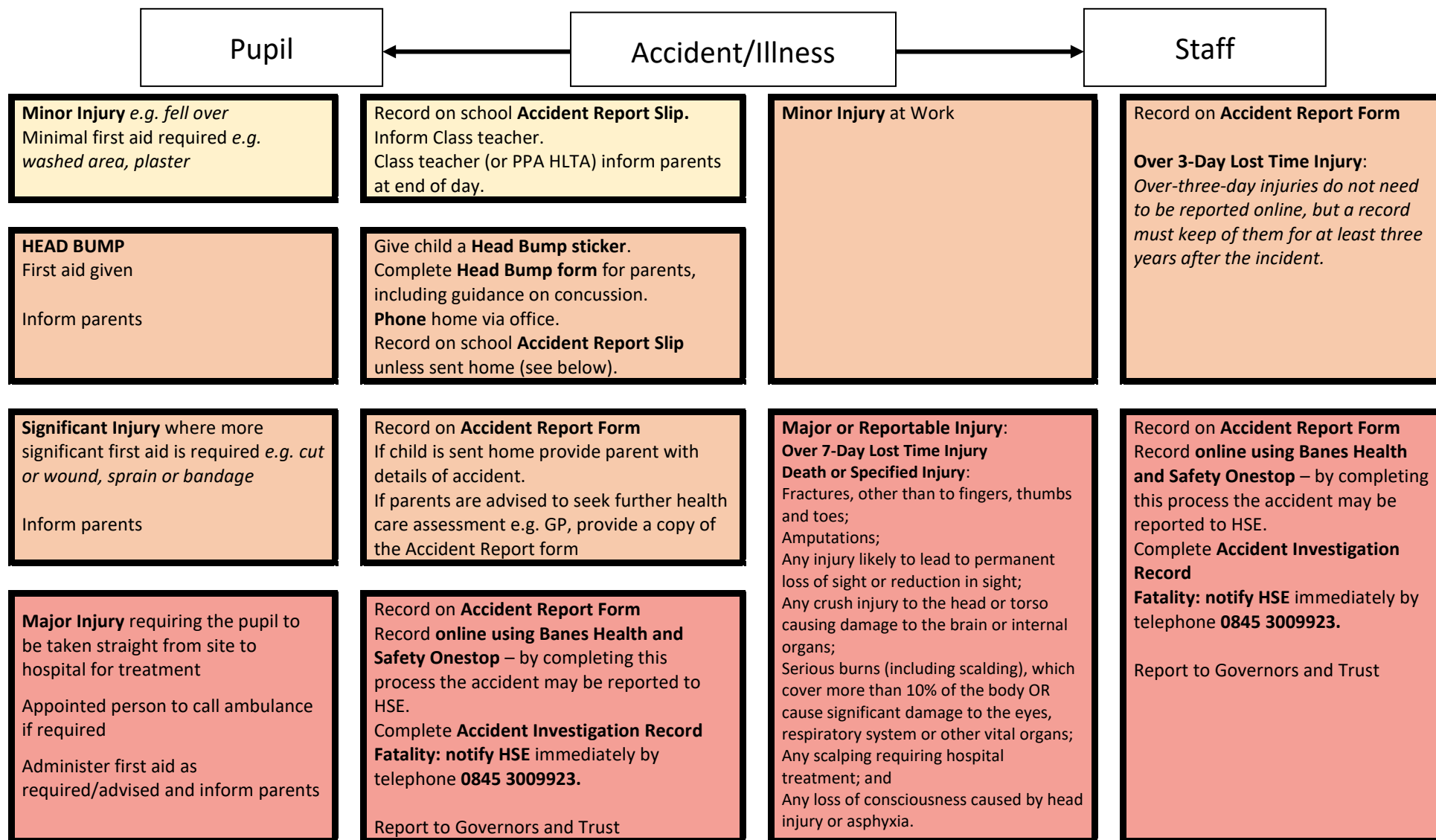


Review due: May 2024

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

Role	Staff member's name	Contact details
Appointed Person	Lyn Eagle	leagle@hayesdownschool.com
First Aid at Work (FAW)		
First Aid Co-Coordinator	Tracey Powis	tpowis@hayesdownschool.com
Paediatric First Aider (PFA)	Lisa Jackson Tracy Powis Joanne Eyers Lucy Ball	ljackson@hayesdownschool.com tpowis@hayesdownschool.com jevers@hayesdownschool.com lball@hayesdownschool.com
Emergency First Aid at Work (EFAW)	Numerous staff completed in Jan 2020 to be updated Jan2023 (all certificates displayed in first aid room)	

Appendix 2: School Accident Reporting Procedures Flowchart



Appendix 3: Hayesdown First School: Accident Record Book for minor injuries/illness
(not requiring further medical attention)



Hayesdown First School Accident Report Slip

Please ensure each section is completed. Once completed form MUST be taken to the office (GDPR Special Category Data – Must be locked away at all times)

First Name	Surname
Date	Time

Class and Year Group of Child			
	Reception Ladybirds	Reception Butterflies	
	Year 1 Badgers	Year 1 Rabbits	
	Year 2 Hedgehogs	Year 2 Bats	
	Year 3 Owls	Year 3 Ospreys	
	Year 4 Kestrels	Year 4 Eagles	

Location of Accident			
	Outside School Grounds	Playground	
	Field	Corridor	
	Hall	Classroom Cloakroom	
Other:			

Cause of Injury			
	Other Child	Nothing/Self	
	Furniture/Equipment Apparatus	Unknown	
Details:			

Nature of Injury			
	Head Bump	Cut/Graze	
	Bump/Mark/ Squash/Twist	Sting/Bite	
Details:			

Details of First Aid Given	

What Happened Next			
	Informed Childs Teacher/TA	Spoke To/Checked Other Child	
	Child Sent Home	Child Sent for Medical Assistance	
	Parent Called and Informed	Wrote In Class Notebook	
	Investigated (HT/DHT/SLT)	Paediatric First Aid Involved:	
	No action/Back to Play/Class	Correct Paperwork Completed Parent Slip/Serious incident form/Head Bump Slip/Sticker	
Other:			

Details of First Aider	
Full Name	
Signature	

Details of Paediatric First Aider (if involved)	
Full Name	
Signature	

Appendix 4: Accident Report Form

Name of injured person		Year/Class OR Role	
Date and time of incident/accident		Location of incident/accident	
Details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred. Include the immediate, underlying and root causes of the incident.</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		Role	
Signed		Date	

Appendix 5: Accident Investigation Record

Details of the Incident:			
Reported by		Date and time	
Name of injured person		Name of witnesses	
First Aid required?	Y / N	Hospital required?	Y / N
Type of Incident	Near miss	Accident	RIDDOR
Brief details(e.g. what, where, when, who and action taken):			
Investigation findings:			
Question		Answer	
1. Where did the incident happen?			
2. Who was injured /suffered ill health and who else was involved?			
3. What happened?			
4. What activity was taking place at the time of the accident?			
5. Was anything unusual about the circumstances at the time of the incident?			
6. Were adequate procedures in place and were they followed?			
7. What is the nature of the ill health / injury?			
8. Was the hazard or risk known?			
9. Did the arrangement and organisation of the work contribute? If yes, how?			
10. Was maintenance or cleaning adequate? If not, why not?			
11. Were people involved trained / experienced?			

12. Did the workplace layout contribute? If so, how?	
13. Did the nature or shape of materials contribute? If yes, how?	
14. Did difficulties using equipment contribute? If yes, how?	
15. Was safety equipment/ PPE satisfactory? If no, why?	
16. Did other conditions contribute? If yes, how?	
17. What are the Immediate, Underlying and Root causes of the incident?	
18. Do similar risks exist elsewhere? Or have similar incidents happened before?	
19. Do any risk assessments and related procedures require review and updating? If so, which?	
Recommendations:	
20. What additional control measures are required/recommended for this incident?	
21. By when?	
22. By who?	
Records reviewed and retained as evidence:	
<i>e.g. accident report, witness statement, photographs, training records, maintenance records, risk assessments etc</i>	
Completed by: (Name and signed)	Date: