



Byfield School

First Aid Policy

Author	D. Hibbert
Headteacher	D. Hibbert
Chair of Governors	A. Craciun
Publication date	September 2021
Review date	September 2023

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment.....	5
6. Record-keeping and reporting.....	6
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7

.....

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 Heather Rawden. They are responsible for:

- Ensuring everyone works with co-ordination when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid ~~kits, and~~ [kits and](#) replenishing the contents of these kits and conducting an annual audit of supplies to ensure they are in date.
- 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 book on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's First Aiders are kept in the school single central register. Their names will also be displayed prominently around the school.

3.2 The Academy and governing board

Stowe Valley Multi-academy trust has ultimate responsibility for health and safety matters in the school, as outlined in their Health and Safety Policy, 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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident book 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

3.5 On-site clubs run by external providers involving children

Staff running clubs before or after school are responsible for:

- Ensuring they have their own first aid procedures
- Completing any written information and communicating injuries to parents
- Informing the school 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 school office staff will contact parents immediately
- The first aider who administered the first aid will complete an accident book form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 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 pupils
- Parents' contact details
- Individual Pupil's Medication, such as inhalers, epi-pens etc.

Risk assessments will be completed by the trip leader and signed off by the headteacher prior to any educational visit that necessitates taking pupils off school premises.

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

For every trip, there will always be at least one first aider on school trips and visits involving whole classes, although if a few children are taken on a trip or visit, for example student council, gifted and talented trips, etc, individual risk assessments will highlight if this is needed. (If they are going somewhere where first aiders are already present – for example another school within the academy, then a first aider may not be required.)

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic. Except for Early Years, where there will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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 Staff Room
- The school hall
- Infant Block.
- The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider who administered the first aid 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 book.
- 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 headteacher 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 Northamptonshire Safeguarding Children Board 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 – this is kept in the same file as the school's single central register.

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 Head teacher every 2 years.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: Staff with First Aid training.

An up-to-date record of staff with relevant training is available in the school office. This is also displayed in the staffroom.

Appendix 2: Assessment of first aid needs specific to Byfield School at time of Policy

Issues to consider	Impact on first aid provision
<p>Body Fluids:</p> <p>Nursery provision and working with children means there is a larger risk of contact with body fluids (blood, vomit, urine etc) and potential risk from infectious diseases from these.</p>	<p>Assume all body fluids are infectious and follow strict hygiene procedures:</p> <p>Wash hands thoroughly before and after administration of first aid.</p> <p>Use disposable gloves</p> <p>Skin that has been in contact with body fluids of another person must be thoroughly washed</p> <p>Splashes in eyes or mouth should be rinsed freely with cold water</p> <p>Encourage puncture wounds to bleed freely before thoroughly rinsing, drying and covering with a sterile dressing.</p> <p>Body fluid spillages must be cleaned using available absorbent materials – spillage kits are available in reception and nursery. – Wearing disposable gloves and apron worn. These are to be disposed of in yellow, clinical waste bags marked ‘clinical waste-bio hazard’. Full bags sealed and disposed of as clinical waste.</p> <p>Mouth to mouth resuscitation:</p> <p>Mouthpieces used for mouth to mouth</p> <p> A rigid airway only to be used by first-aiders trained in its use.</p>
<p>Hazardous Substances</p>	<p>All hazardous substances must be locked away to mitigate risk</p> <p>Ascertain what hazardous substance was involved and consult the COSHH assessment for first aid information (stored in the office)</p>
<p>COVID cases, or other highly infection pandemic.</p>	<p>Remember the 3P model – preserve life, prevent worsening, promote recovery</p>

	<p>The patient will be encouraged to administer their own first aid wherever possible and if appropriate e.g. wiping a graze, applying a plaster.</p> <p>Ice packs are located in the freezer in the staff room – must be wrapped in blue towels rather than blue sleeve.</p> <p>When dealing with any first aid incidents, and you will be spending prolonged period in close proximity, staff have the following resources. • Hand washing • Apron • Facemask /face shield • Gloves</p> <p>If a child starts to present with COVID19 symptoms, child needs to be taken to ICT resource area – with windows open. Staff going into the room need to wear PPE. Parents will be telephoned to collect.</p>
--	---