



*'We want every child to be happy, caring and successful'*

## **First Aid Policy**

### **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
- Ensure that qualified first aid personnel and effective first aid equipment are in place
- Provide a framework for responding to an incident and recording and reporting the outcomes

### **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

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

Annually we carry out an assessment of medical and first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site to determine what first-aid equipment we should provide.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up-to-date, and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

This policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements connected with first aid.

## **Roles and Responsibilities**

### **Role of Local Authority and Governing Body**

Milton Keynes Local Authority 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 Body has:

- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all relevant and statutory policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher (Mrs Goldsmith)**

The Headteacher will:

- undertake an assessment of first aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment that is required
- ensure risk assessments are:
  - in place and cover all aspects of medical and first aid;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment
- train all school personnel in first aid arrangements
- ensure basic first aid is firmly embedded into the school curriculum
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy
- work closely with the Health and Safety governor and SENCO with responsibility for children with medical needs
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy
- annually report to the Governing Body on the success and development of this policy through the Health and Safety report

### **Role of Nominated Person (Mrs Stuart-Buttle)**

In conjunction with the Headteacher and SENCO with responsibility for children with medical needs, the Nominated Person will:

- organise and maintain the medical room
- ensure that there are adequate stocks of first aid equipment
- position and maintain first aid containers at appropriate locations around the school
- ensure all accidents and injuries are recorded and reported
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times
- ensure there is a designated medical room that is kept well stocked and free from clutter
- inform parents of any accident especially head injuries and of any first aid administered
- ensure first aid notices are displayed in the appropriate places
- ensure first aid kits are taken on educational visits or off-site sporting activities

### **Role of the SENCO with responsibility for children with medical needs (Mrs Stuart-Buttle)**

The SENCO will:

- ensure school personnel are aware of the specific health needs and disabilities of children
- determine the level of provision:
  - at breaktimes and lunch times
  - when school personnel are absent
  - for all educational visits and sporting activities
  - for curriculum activities
- provide training for all staff on induction and when the need arises
- keep up to date with new developments and resources
- review and monitor
- annually report to the Governing Body on the success and development of this policy

### **Role of the Health and Safety Lead (Mr Truelove)**

The Health and Safety lead will:

- carry out regular inspections of premises and school activities
- assist in carrying risk assessments
- investigate potential hazards, employee complaints, accidents and dangerous occurrences
- work closely with the Headteacher and SENCO, to provide information and guidance to school personnel
- keep up to date with new developments and resources

## **Role of Health and Safety Governor (Mrs Colborn)**

The Health and Safety Governor will:

- work closely with the Headteacher and SENCO
- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- attend training related to this policy
- annually report to the Governing Body on the success and development of this policy

## **Role of First Aiders**

First Aiders will:

- Be trained and qualified to carry out the role and hold a valid certificate of competence
- Act 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
- Liaise with the Headteacher to send pupils home to recover, where necessary
- Fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident

## **Role of School Personnel**

All school personnel must:

- be aware of first aid arrangements e.g. informing the class teacher if children receive a bumped head, sending Red Letters home on the same day to parent/carers for pupils who have had their head bumped, ensuring children are taken to the medical room by a member of staff during lesson time, informing the Headteacher immediately of any serious medical emergencies
- be suitably trained in identifying pupils with expected medical problems
- report any concerns they have on the medical welfare of any pupil
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils
- report and record all accidents and first aid treatment administered
- ensure first aid kits are taken on educational visits or off-site sporting activities
- implement the school's equalities policy and schemes
- report and deal with all incidents of discrimination
- attend appropriate training sessions on equality

## **Role of On-site Providers**

All on-site providers must:

- report all incidents immediately to a member of the Senior Leadership Team
- record all accidents and first aid treatment administered

## **Role of Parent/Carers**

Parents/carers will:

- be aware of and comply with this policy
- inform the school of their child's medical history that may be a cause for concern
- complete the necessary paper work before the school administers any medication to a child

## **Role of Pupils**

Pupils will:

- be aware of the parameters of this policy
- must report all accidents
- will be given the opportunity to attend first aid training during organised after school activities
- listen carefully to all instructions given by the teacher
- ask for further help if they do not understand
- treat others, their work and equipment with respect

## **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
- The Headteacher will be immediately notified and in her absence the Deputy Head
- 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 and Headteacher 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, parents will be contacted by the school office
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **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 lead teacher and agreed by the Headteacher 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 all school trips and visits, and as required by the statutory framework for the Early Years Foundation Stage.

### **Recording Accidents and Injuries**

All accidents and injuries will be:

- recorded in the Accident Book with all details given
- reported to parents in person, by letter or phone

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 accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

### **Reporting to the HSE**

The Local Authority 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/Deputy Head 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
  - 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

A member of SLT 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.

### **Training**

All school staff can 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

All staff receive training related to this policy on induction which specifically covers:

- basic first aid
- medical care
- dealing with emergencies

### **Monitoring Arrangements**

The practical application of this policy will be reviewed annually or when the need arises by the SENCO with medical responsibilities, the Headteacher and the Health and Safety Governor.



A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### **Links with other policies**

This first aid policy is linked to the:

- Special Educational Needs Information Report
- Accessibility Plan
- Supporting Children with Medical Conditions
- Health and Safety
- Staff, Safer Code of Conduct

Approved by: Mrs J Goldsmith

Date reviewed: September 2024

Next review date: September 2025



