



# Leverton Primary School First Aid



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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](#), 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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are Lorna Rodia, Jenni Johnson, Lorraine Drew and Nicki Dudley. 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.4 The headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or 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 (see appendix 1)
- Completing accident forms (see appendix 2) for all incidents
- 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 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 appointed person considers that a pupil is too unwell to remain in school, parents will be contacted to make a decision about whether their child should be collected or remain in school. Upon their arrival, the appointed person will recommend next steps to the parents
- If emergency services are called, a member of the office staff will contact parents immediately
- The first aider will complete an accident form on the same day or as so 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details through the school office

Risk assessments will be completed by the teacher responsible 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 school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 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 as these are held by the children or the teachers, depending on the age of the child and the medicine.

First aid kits are stored in:

- The Office
- Classrooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book / form

- An accident form will be completed by the first aider 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 form at appendix 2
- 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 School Business Manager 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).

They 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 School Office will inform parents of any reportable accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

All accidents or injuries will be recorded on an accident form and a telephone call may be made by a member of the office to a parent, depending on the severity of the injury.

Parents will be telephoned for any head injury (forehead and scalp), as well as any injury to the face which leaves a mark.

### 6.4 Reporting to Ofsted and child protection agencies

The Safeguarding Officer, with the School Business Manager, 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.

They will also notify any child protection agencies if a child is already known to them, of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. 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 (see appendix 1).

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 Governing Body every two 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

**Approved by:** Governing Body

**Date:** October 2023

**Last reviewed on:** October 2023

**Next review due by:** October 2025

# Appendix 1

## Schedule of Staff responsible for First Aid as at September 2023

Name	Role	Qualification	Date of Qualification	Term	Renewal Date
Ablitt, Carly	LA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Avery, Lorraine	WSW, LA, ASC	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Ayres, Joanne	HLTA	Paed 1st Aid/Diabetic	01 September 2022	3 years	01 September 2025
Ball, Sara	MDA, LA	Paed 1st Aid	01 November 2021	3 years	01 November 2024
Brady, Lisa	MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Brown, Sue	LA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Casey, Hannah	LA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Chappell, Gemma	LA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Clark, Sarah	LM	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Coles, Lauren	MDA, LA	Paed 1st Aid	01 November 2021	3 years	01 November 2024
Coveley, Charlotte	LA, MDA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Daltrey, Karen	LA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Deboo, Tania	LA, MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Drew, Lorraine	Admin, Appointed person	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Dudley, Nicki	Admin, MDA, Appointed person	Paed 1st Aid/Diabetic	01 May 2021	3 years	01 May 2024
Emek, Meryem	LA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Fitzgibbon, Laura	MDA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Flack, Carly	LA, MDA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Gardner, Tracy	LA, MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Gibbs, Georgie	MDA	Paed 1st Aid	01 November 2021	3 years	01 November 2024
Griffin, Danica	LA, ASC	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Hart, Emily	MDA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Holland, Georgina	MDA	Paed 1st Aid	06 November 2023	3 years	06 November 2026
Kozyra, Marta	MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Johnson, Jenni	Admin, MDA, Appointed person	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Knight, Zoe	MDA, LA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Leys, Marcia	HLTA, MDA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
McConnell, Roz	HLTA	Paed 1st Aid/Diabetic	01 June 2021	3 years	01 June 2024
McEvoy, Maureen	MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Miles, Stacey	MDA	Paed 1st Aid	01 November 2021	3 years	01 November 2024
Page, Sally	LA, ASC, MDA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Peka, Floreta	LA, MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Pentelow, Wendy	LA, ASC	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Pickard, Vicki	LA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Pinnuck, Tracey	HLTA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Ramanah, Karuna	LA	Paed 1st Aid/Diabetic	01 June 2021	3 years	01 June 2024
Rayner, Shelly	MDA	Paed 1st Aid	01 November 2021	3 years	01 November 2024
Rodia, Lorna	Admin, MDA, Appointed person	Paed 1st Aid/ Diabetic	01 May 2023	3 years	01 May 2026
Rumens, Nicole	LA	Paed 1st Aid/Diabetic	01 May 2023	3 years	01 May 2026
Sansom, Jane	LA, MDA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Snell, Sarah	MDA, LA	Paed 1st Aid	01 September 2022	3 years	01 September 2025
Spyrou, Dora	NN	Paed 1st Aid	06 November 2023	3 years	06 November 2026
Taylor, Jane	LA, MDA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Taylor, Karen	HLTA	Paed 1st Aid/Diabetic	01 September 2022	3 years	01 September 2025
Thorogood, Jan	LA	Paed 1st Aid	01 May 2023	3 years	01 May 2026
Vanstone, Lisa	MDA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Wilkinson, Kathryn	LA	Paed 1st Aid	01 June 2021	3 years	01 June 2024
Willis, Louisa	MDA	Paed 1st Aid	01 May 2021	3 years	01 May 2024
Wilson, Alex	LA	Paed 1st Aid/Diabetic	01 May 2023	3 years	01 May 2026
<b>List updated as at September 2023</b>					

## Appendix 2: Accident report form / slip

<b>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</b>		Pupil's Name		Date
				Time
				Class
Location and details of accident / incident / illness				
Head Injury		Sprains / Twists		Parent / Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump / Bruise		Stomach Pains / Upset Tummy		Well enough to remain in school after First Aid
Cut / Graze		Mouth Injury / Tooth Ache / Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache / High Temperature		TLC Applied		
Vomiting / Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				



