



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 and **Lorraine Drew**. 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, 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
- 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 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 Administration Assistant will contact parents immediately
- The first aider will complete an accident report 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 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

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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
- A copy of the accident report form will also be added to the pupil's educational record by the Office should it be a serious incident.
- 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 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 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: November 2021

Last reviewed on: February 2025

Next review due by: February 2027

Appendix 1

<u>Name</u>	<u>Training Taken</u>	<u>Expiry Date</u>
Avery, Lorraine	Paed 1st Aid	01 September 2025
Chappell, Gemma	Paed 1st Aid	01 September 2025
Coveley, Charlotte	Paed 1st Aid	01 September 2025
Fitzgibbon, Laura	Paed 1st Aid	01 September 2025
Flack, Carly	Paed 1st Aid	01 September 2025
Griffin, Danica	Paed 1st Aid	01 September 2025
Hart, Emily	Paed 1st Aid	01 September 2025
Page, Sally	Paed 1st Aid	01 September 2025
Snell, Sarah	Paed 1st Aid	01 September 2025
Ayres, Joanne	Paed 1st Aid/Diabetic	01 September 2025
Taylor, Karen	Paed 1st Aid/Diabetic	01 September 2025
Danica Griffin	Paediatric First Aid Training	01 September 2025
Sally Page	Paediatric First Aid Training	01 September 2025
Daltrey, Karen	Paed 1st Aid	01 May 2026
Leys, Marcia	Paed 1st Aid	01 May 2026
Pentelow, Wendy	Paed 1st Aid	01 May 2026
Pinnuck, Tracey	Paed 1st Aid	01 May 2026
Sansom, Jane	Paed 1st Aid	01 May 2026
Taylor, Jane	Paed 1st Aid	01 May 2026
Thorogood, Jan	Paed 1st Aid	01 May 2026
Rodia, Lorna	Paed 1st Aid/ Diabetic	01 May 2026
Wilson, Alex	Paed 1st Aid/Diabetic	01 May 2026
Wendy Pentelow	Paediatric First Aid Training	26 May 2026
Spyrou, Dora	Paed 1st Aid/Anaphylaxis/Emergency 1st Aid	06 November 2026
Ablitt, Carly	Paed 1st Aid	25 February 2027
Brady, Lisa	Paed 1st Aid	25 February 2027
Clark, Sarah	Paed 1st Aid	25 February 2027
Drew, Lorraine	Paed 1st Aid	25 February 2027
Harrold, Tina	Paed 1st Aid	25 February 2027
Johnson, Jenni	Paed 1st Aid	25 February 2027
Kozyra, Marta	Paed 1st Aid	25 February 2027
McEvoy, Maureen	Paed 1st Aid	25 February 2027
Peka, Floreta	Paed 1st Aid	25 February 2027
Pickard, Vicki	Paed 1st Aid	25 February 2027
Willis, Louisa	Paed 1st Aid	25 February 2027
Marshall, Debbie	First Aid Training	11 May 2027
Deboo, Tania	Paed 1st Aid	24 May 2027
Gardner, Tracy	Paed 1st Aid	24 May 2027

Brown, Sue	Paed 1st Aid	24 May 2027
Knight, Zoe	Paed 1st Aid	24 May 2027
Vanstone, Lisa	Paed 1st Aid	24 May 2027
McConnell, Roz	Paed 1st Aid	24 May 2027
Ramanah, Karuna	Paed 1st Aid	24 May 2027
Luan Morphitis	Paed 1st Aid	24 May 2027
Shubina Rashid	Paed 1st Aid	24 May 2027
Emek, Meryem	Paed 1st Aid	04 November 2027
Casey, Hannah	Paed 1st Aid	04 November 2027
Ball, Sara	Paed 1st Aid	04 November 2027
Coles, Lauren	Paed 1st Aid	04 November 2027
Gibbs, Georgie	Paed 1st Aid	04 November 2027
Miles, Stacey	Paed 1st Aid	04 November 2027
Rayner, Shelly	Paed 1st Aid	04 November 2027
Page, Kerys	Paed 1st Aid	04 November 2027

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</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			
Signature		Date	