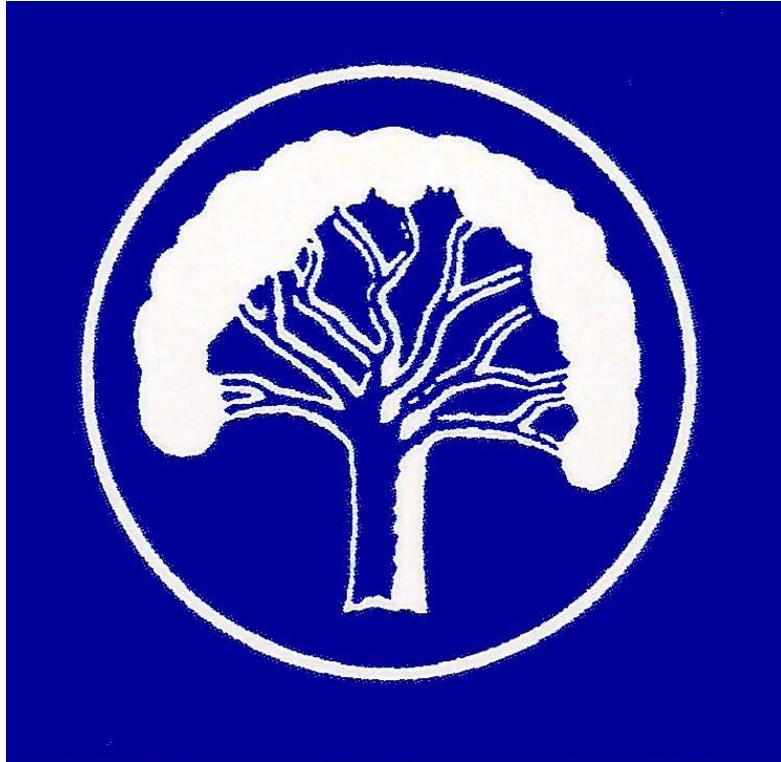


# First Aid Policy



## Woodcote Primary School

*This is a model policy from “The Key”  
Sections **in red** have been added by school to  
personalise the policy following an incident  
last term.*

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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

## 3. Roles and responsibilities

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

The school's appointed persons are Kim Springall, Nicola Leaker, Hilary Evans and Jane Smith. 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 (see the template in appendix 2)
- Keeping their contact details up to date

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

### 3.2 The local authority and governing board

Croydon 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 board 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 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 first aider will advise the office or SLT to 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

Risk assessments will be completed by the lead teacher 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. Managing First Aid Needs

### Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat severe cuts, however a fully trained first-aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and parents informed by phone call. A major incident form needs to be filled out by the person dealing with the injury and given to the parents. Major injuries need to be reported to the appointed person. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

### Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack and all parents will receive a "bumped head" text and a first aid form will be completed and sent home. The adults in the child's classroom should keep a close eye on the child. Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

## Allergic reaction

Staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions. Please also see the "Medical Needs policy".

## 6. Seeking Medical Advice

If the severity of an injury or illness is difficult to determine, parents should be contacted and informed of the incident. Parents should be informed that further advice is necessary and that medical advice will be sought by dialing 111.

In the event of parents being uncontactable, advice should still be sought by dialing 111.

## 7. Monitoring illness/injuries

Any child sent to the medical room following an illness or injury should be monitored and the concerning area checked regularly for any changes or deterioration.

Any further concerns should be alerted to parents and if appropriate, medical advice sought from 111 or an ambulance should be called.

Following an accident, such as a fall, children should be fully checked over and not just the area they are identifying pain. This should ensure that any other injuries not yet felt or noticed may be spotted and can be treated appropriately.

## 8. Procedure for calling an ambulance

An ambulance should always be called in the following circumstances:

- a significant head injury
- fitting, unconsciousness, or concussion (subject to care plan)
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that site staff are liaised with to ensure the emergency services are directed to the most appropriate entrance to the school and that access to the school site is unrestricted so that the casualty can be easily accessed by emergency services when they arrive. Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time. Ambulances will not be delayed to wait for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

If an ambulance is required:

- Dial 999 and tell the operator that you want the Ambulance Service
- Provide the address where help is needed
- Provide details of the type of accident or injury and any further information
- Contact the parents or next of kin

## 9. 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 medical room
- The library
- All classrooms
- The school kitchens

## 10. Record-keeping and reporting

### 10.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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 relevant member of staff
- 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

### 10.2 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).

The School Business Manager 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>

### 10.3 Notifying parents

The relevant staff member 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.

### 10.4 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 the Local Authority's MASH Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 11. 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 (see appendix 3).

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.

## **12. Monitoring arrangements**

This policy will be reviewed by the Assistant Headteacher for Inclusion every two years.

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

## **13. Links with other policies**

This first aid policy is linked to the

- Health and Safety policy
- Medical Needs policy

## **Appendix 1: list of trained first aiders**

### **Paediatric and Adult First Aiders**

Mrs Sue Booth – Teaching Assistant

Mrs Sarah Broom – Office Staff

Mrs Elaine Browne – Midday Supervisor/Cleaner

Mrs Liz Dunne – Nursery Teacher

Mrs Hilary Evans – Office Manager

Miss Zoe Friend – Teaching Assistant

Mrs Sue Hamlin – Teaching Assistant

Miss Gemma Hussey – Breakfast & After School Clubs/Midday Supervisor

Mrs Pat Matthews – Breakfast & After School Clubs/Midday Supervisor

Mrs Karen Mees – Early Years Educator

Mrs Sally Mott – Breakfast & After School Clubs/Midday Supervisor

Mrs Lisa Peplow – Teaching Assistant

Mr Peter Russell – Site Manager

Miss Kyla Seary – Teaching Assistant

Mrs Jane Smith – Office Staff

Mrs Nicola Jeffery – Teaching Assistant

Mr Andy Pringle – Teacher

### **Paediatric Only First Aiders**

Mrs Jane Boots-Taylor - Breakfast & After School Clubs/Midday Supervisor/TA

Mrs Karen Langford – Teaching Assistant

### **Adult First Aiders**

Mrs Heather Verlander – Teaching Assistant

## Appendix 2: accident report form

Part 1: Health & Safety Consultancy

### Report of an accident/incident to a Non-employee

Please use black ink and write clearly. If required, please use an additional sheet of paper

DEPARTMENT  ESTABLISHMENT:

All accidents resulting in the death of a non-employee or where a non-employee is taken from the accident scene to hospital (see guidelines) must be reported immediately by telephone to the Health & Safety Consultancy on 0208-760-5451

Date of accident  Time of accident  Injured person's contact address and postcode

Injured person's full name  Injured person's contact number

Age  Male  Female  Address & postcode of where accident happened   
Ethnic origin

Was the person injured a:  
Pupil  Service user  Member of public  Contractor  Other  Disabled?  Yes/No

Precise location of the accident  What part of the body was injured? e.g. left hand

What was the injury? e.g. fractures, lacerations  To whom was the accident reported?  
Name  Job title

Was the injury fatal?  Yes/No Was the injured person: Taken straight to hospital  Yes/No Given first aid?  Yes/No

Have the circumstances of the accident been investigated? If yes, by whom?  Yes/No

Give full details of the accident/incident. Please complete and dispatch a manager's investigation form

Name and address of any witnesses:

Signature:  Print name:  Date:

Job title:  Contact telephone number:

Accident report forms are available in large print (A3) for the visually impaired. Please ask your Health & Safety Consultant for a supply

Croydon Council, Taberner House, Park Lane, Croydon CR9 3JS  
Telephone: 020 8726 6000

**REPORT OF AN ACCIDENT /INCIDENT TO AN EMPLOYEE OR DANGEROUS OCCURANCE**

All accidents resulting in the death or major injury to an employee or notifiable dangerous occurrence (see guidelines) must be reported by telephone to the Corporate Safety Section on 020 - 8686 - 4433 ext. (6) 2592, (6) 2008, or (6) 2001

Please use black ink and write clearly. If required, please use an additional sheet of paper.

Surname	Forenames(s)	Age	Sex	Disabled	Ethnic origin
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="M / F"/>	<input type="text" value="Yes / No"/>	<input type="text"/>
Department	Establishment	Job title		Staff number	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Home address			Exact location of accident/incident		
<input type="text"/>			<input type="text"/>		
Accident / Incident details			Date of Accident	Time of Accident	
Please provide a full account of the accident/incident			<input type="text"/>	<input type="text"/>	
<input type="text"/>			<input type="text"/>		
Description of injury	First aid	Doctor	Hospital	Hospital for over 24 hours	
<input type="text"/>	<input type="text" value="Yes / No"/>	<input type="text" value="Yes / No"/>	<input type="text" value="Yes / No"/>	<input type="text" value="Yes / No"/>	
Hours expected to work	From	To	Has the Safety Representative been informed? Yes/No		
Hours actually worked	From	To	<input type="text"/>		
Name and address of any witnesses:					
<input type="text"/>					
Accident reported to? Name:		Job title:		Date:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Employee's signature:			Date:		
<input type="text"/>			<input type="text"/>		
Manager's preliminary response					
Did the accident occur during work time? Yes / No			Complete and send a manager's investigation report		
<input type="text"/>			<input type="text"/>		
Did the employee go sick as a result of the accident?		Yes/No	If yes state date:		
Did the employee go on light duties for more than 3 days?		Yes/No	If yes state date:		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Signature:		Print name:		Date:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Job title:		Contact telephone number:			
<input type="text"/>		<input type="text"/>			

ACCIDENT REPORT FORMS ARE AVAILABLE IN LARGE PRINT (A3) FOR THE VISUALLY IMPAIRED.  
PLEASE ASK YOUR DEPARTMENTAL SAFETY ADVISER FOR A SUPPLY.

### Appendix 3: first aid training log

	A	B	C	D	E
1	<b>FIRST AID CERTIFICATES</b>				
2	<b>STAFF MEMBER</b>	<b>TITLE OF COURSE</b>	<b>EXPIRY DATE</b>	<b>CERTIFICATE NO</b>	<b>TRAINER</b>
3	BOOTH, Susan	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW166717	MediAid
4	BOOTS-TAYLOR, Jane	Emergency First Aid (Paediatric) - 6 Hours	05.02.19		ABC First Aid Training
5	BROWNE, Elaine	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171125	MediAid
6	DUNNE, Elizabeth	Emergency First Aid At Work & Paediatric First Aid	22.06.20	PFA180891	MediAid
7	EVANS, Hilary	Emergency First Aid At Work & Paediatric First Aid	29.11.20	PFA183383	MediAid
8	FRIEND, Zoe	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171117	MediAid
9	HAMLIN, Susan	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171114	MediAid
10	HUSSEY, Gemma	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171119	MediAid
11	JEFFERY, Nicola	First Aid At Work	10.03.18	FAWREQ164754	MediAid
12	LANGFORD, Karen	Paediatric First Aid - 12 Hours	16.09.18	1500272644	St John's Ambulance
13	MATTHEWS, Patricia	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171126	MediAid
14	MEES, Karen	Emergency First Aid At Work & Paediatric First Aid	27.09.20	PFA180892	MediAid
15	MOTT, Sally	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171116	MediAid
16	PEPLOE, Lisa	Standard First Aid	03.01.18	1500257214	St John Ambulance
17	PRINGLE, Andrew	First Aid At Work	10.03.18	FAWREQ164759	MediAid
18	RUSSELL, Peter	Emergency First Aid At Work & Paediatric First Aid	15.01.21	PFA183384	MediAid
19	SMITH, Jane	Emergency First Aid At Work & Paediatric First Aid	04.01.19	PEFAW171120	MediAid
20	VERLANDER, Heather	Emergency First Aid At Work	04.01.19	EFAW171123	MediAid

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