



*“So in everything, do to others what you would have them do to you” motivates us to use our values in all aspects of our life.*

This policy has been written, reviewed, and applied with our values of courage, perseverance, and respect at its heart

## **St Michaels' CE Primary School**

### **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
- 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

### **Related Policies**

This policy should be read in relation to:

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- Administration of Medicine (including for asthma) Policy (June 2023)

## Roles and responsibilities

St Michael's C E Primary School has staff trained in both Paediatric First Aid and Emergency First Aid at Work. There are sufficient staff trained to ensure that there is always at least one person on site who has a current Paediatric First Aid certificate and at least one person on site who has an Emergency First Aid at Work Certificate.

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

The school's appointed person is the Headteacher. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders 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

A list of our school's first aiders can be found on the noticeboard in the staff room.

### 1.2 The local authority and governing board

Oxfordshire County Council 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 1.3 The Headteacher and School Business Manager

The Headteacher and School Business Manager are 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
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- Ensuring all staff are aware of first aid procedures
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring appropriate risk assessments are completed and 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

#### **1.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to
- Informing the Headteacher or School Business Manager of any specific health conditions or first aid needs

### **First aid procedures**

#### **2.1 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the School Business Manager will contact parents/carers 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

#### **2.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
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- A portable first aid kit
- Information about the specific medical needs of pupils<sup>[1]</sup>
- Parents' contact details
- Any prescribed medicines (please see the Administration of Medicine Policy).

Risk assessments will be completed by the School Business Manager prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate, or current Paediatric First Aid certificate for the Early Years Foundation Stage, on school trips and visits.

## **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
- Sterile eye pads
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office
- The school hall
- All classrooms

## **Record-keeping and reporting**

### **3.1 First aid and accident record**

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.
  - An accident report form will be sent home to parents/carers and a copy of the accident report form will be stored in the school office.
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- First aid and accident forms 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.

### **3.2 Reporting to Oxfordshire County Council**

The School Business Manager will complete an online accident report to Oxfordshire County Council for any accident or injury where the pupil or staff member has been taken directly to hospital.

### **3.3 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:

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[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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### 3.4 Notifying parents/carers

The class teacher will inform parents/carers 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, either by sending home an accident report form, speaking to the parent/carer at the end of the day, or by telephoning the parent/carer.

## Training

All school staff are able to undertake first aid 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 2 staff members in the Early Years 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.

**Date adopted by the Governors**                      June 2024

**Date of next review**                                      July 2025

Signed:                      *H. Leyshon-Brady*                                      *Headteacher*

Signed:                                                            *Chair of Governors*