



## **Woodlea Primary School Policy for First Aid**

Reviewed by	LGC & HT
Reviewed in	Autumn 1 2024
Status & Review Cycle	3-year cycle
Next Review date	Autumn 1 2027

## 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## Roles and responsibilities

### Appointed person(s) and first aiders

The school's appointed people are Mrs S Piscina and Mrs Hart. 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
- Sending pupils home to recover, where necessary

All staff are trained first aiders 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 (see the templates in appendices 2 and 3)
- Our school's appointed person(s) and first aiders are listed in appendix I. Their names will also be displayed prominently around the school.

## Trust Board & The Local Governing Committee

The Trust Board and LGC has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

## The Headteacher

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

- Ensuring that an appropriate number of appointed persons and 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)

## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports (see appendix 2) for all incidents they attend to where an appointed person is not called
- Informing the headteacher or their manager of their own specific health conditions or first aid needs

## 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.
- If an injury occurs during break times that require any treatment the member of staff on duty will send another child to the office using their “first aid card”.
- 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.
- 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 may recommend next steps to the parents.
- If emergency services are called, a member of the office staff or senior leadership team will contact parents immediately.
- 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 a serious 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 leader of the trip prior to any educational visit that necessitates taking pupils off school premises. See Education Visits Policy

There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits for EYFS, as required by the statutory framework for the Early Years Foundation Stage.

## 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 school office
- All classrooms
- ICT/library suite
- Brambles
- The School kitchen

## Record-keeping and reporting

### First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury, this will be logged on Arbor and the medical forms in appendix 4.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. If the child obtains a head injury, then a green first aid notification form at appendix 2 will be sent home. An email will also be sent to parents with Head Injury guidance details and the child will be given a head bump sticker. Green notes will also be used if the injury is deemed more serious than a small cut or small graze.
- If a Surrey Accident Report (OSHENS) is made online, a copy of the accident report form will also be added to the pupil's educational record by a member of the office.

Reportable injuries, diseases or dangerous occurrences include:

- An injury that results in being taken to hospital
- Dangerous occurrence (non injury)
- Abuse / threat / violence (non injury)

- Near miss

To complete an OSHENS report visit <https://surreycc.oshens.com>

- 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.

## Reporting to the HSE

The School Office 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 Office team 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>

## Notifying parents

A member of the office team, senior leader or class teacher/teaching assistant 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.

## Reporting to Ofsted and child protection agencies

A member of the leadership 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 Surrey Safeguarding Children's Board, Local Area Designated Officer and Local Area Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Training

At Woodlea, all school staff are required to undertake full first aid training every 3 years 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.

At all times, at least 1 staff member will have a current pediatric 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.

## Monitoring arrangements

This policy will be reviewed by the headteacher every 3 years. At every review, the policy will be approved by the headteacher and the full governing board.

## Appendix I: list of appointed person(s) for first aid and/or trained first aiders

Appointed lead first aiders are:

<b>Staff member's name</b>	<b>Role</b>
Mrs Suzanne Piscina	Office Manager
Mrs Vicki Hart	Office Administrator

If the above named staff members are not available, all other members of staff are first aid trained.

## Appendix 2: parent advice form (double sided green slip)

### WOODLEA PRIMARY SCHOOL

#### FIRST AID NOTIFICATION

Child's Name ..... Class .....

The following incident occurred at school today, which may require further observation -

.....

First aid treatment given:- Ice Pack    Rest    Observation    Clean/Plaster

Other.....

Head Injury - please turn over for important information on reverse

Signed

### HEAD INJURY



Front of Head



Rear of Head

There may be a serious reaction to a head injury hours or even days later. Cerebral compression is a condition caused by blood accumulating with the skull and putting pressure on the brain.

Seek medical advice if you are concerned or recognize any of these symptoms following a head bump:-

- Vomiting
- Severe Headache
- Noisy breathing, becoming slow
- Unequal pupils
- Raised Temperature
- Disorientation and confusion
- Impaired consciousness
- Slow but strong pulse
- Weakness or paralysis

## Appendix 3: Adult accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<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>			
<b>Follow-up action required</b>			
<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>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## Appendix 4: template of accident book

Date	Time	Child's Name	Class	Location of Incident	Incident/Injury (please circle)		Detail/Description	Action	Parent Contact	Staff Initial
				Playground	Bump	Cut/Graze		Ice Pack Applied	None	
				Woods	Bruise	Nosebleed		Rest & Observation	Note Home	
				Trim Trail	Headache	Nausea		Cleaned / Plaster	Phone Call	
				Hall	Temp	Vomiting		Back to Class / Play		
				Classroom				Other		
				Other						
				Playground	Bump	Cut/Graze		Ice Pack Applied	None	
				Woods	Bruise	Nosebleed		Rest & Observation	Note Home	
				Trim Trail	Headache	Nausea		Cleaned / Plaster	Phone Call	
				Hall	Temp	Vomiting		Back to Class / Play		
				Classroom				Other		
				Other						

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