



Inspiring All to Excellence



Dosthill Primary Academy

First Aid Policy

Document Control

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V1	Autumn 2024	KS	New policy

Section	Changes Made

Introduction

Dosthill Primary Academy is committed to promoting and safeguarding the welfare of children and young persons in accordance with Safeguarding Children in Education, under the provisions of the Education Act 2002. First Aid provision in school encompasses everyone present in the school: Children, staff, and visitors to the school site.

This policy outlines our daily policy, practice, and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Medicines in School
- Asthma
- Health and Safety
- Educational Visits
- SEND
- Equality Policy
- Accessibility Plan

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 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), 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.

3. Roles and Responsibilities

In order to ensure that the school has sufficient first aiders and first aid equipment in school, the Staffordshire HSF16 form was used (First Aid Assessment), a copy of which is included in this policy in Appendix 1.

3.1 Appointed person(s) and first aiders

The academy at present has above the recommended number of trained paediatric first aiders (plus OPOJ Nursery/Care Club have paediatric trained staff). We also have staff that are Emergency First Aider trained.

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 slip and form on the same day, or as soon as is reasonably practicable, after an incident;
- Keeping their contact details up to date.

Our school's paediatric first aiders names are also be displayed prominently around the school.

3.2 The local authority and governing board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, 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 Executive Headteacher, Head of School and staff members.

3.3 The Head of School

The Head of School is responsible for the implementation of this policy (maintaining a culture of safety and wellbeing), 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).

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident forms for all incidents they attend to;
- Completing the accident/incident book for staff in the front office where they themselves have had an accident/injury;
- Informing the Head of School 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:

- All staff have a 'duty of care' to pupils and must do 'what is reasonable in all the circumstances' to safeguard and promote the welfare of children at Dosthill Primary Academy.
- 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 Executive Headteacher, Head of School or School Administrator 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 an injury.

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none"> • Grazes • Minor bumps to the head 	<ul style="list-style-type: none"> • Details logged using our first aid paper system (copy for school and note home). • Treated in the playground / office. • Always send home a bumped head letter, even if a minor bump to the head. 	Same day
Possibly requiring medical or dental treatment	<ul style="list-style-type: none"> • Severe cuts / lacerations • Impact injury (bang or bump) to the head (the head is defined as whole head & face) 	<ul style="list-style-type: none"> • Details logged by first aider using our first aid paper system. • Call parents to inform that pupil has had a blow to the head and send home bumped head letter. A triage process will include escalation of contacting parents to collect the child and seek further professional guidance in relation to the injury e.g., symptoms of concussion/ a laceration that may require 	Same Day

		<p>further treatment other than a compress.</p> <ul style="list-style-type: none"> • Site manager reports on MyH&S (Staffordshire Accident Reporting) 	
Severe	<ul style="list-style-type: none"> • Major injuries e.g. Broken bones (not fingers) • Loss of limbs • Accident resulting in over 7-day injury • Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) • Death 	<ul style="list-style-type: none"> • Details logged using our first aid paper system. • Reported to H & S executive under RIDDOR. • Site manager reports on MyH&S (Staffordshire Accident Reporting) 	Within 24 hours

4.2 Off-site procedures

When taking pupils off the academy 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;
- Access to parents' contact details.

Risk assessments must be completed by the lead member of staff and approved by the Educational Visits Coordinator (EVC)/Executive Headteacher/Head of School 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.

There will always be at least one first aider on school trips and visits in Key Stage 1.

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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses (kept in fridge in staff room)
- Burns dressings

No medication is kept in first aid kits.

Every lunchtime supervisor has a first aid kit. There is also a first aid kit box located in the following places around school:

- Medical Room
- Classrooms
- Outside the Y4 classrooms

6. Record Keeping and Reporting

6.1 First aid and accident records

- We have a system of first aid recording to ensure a record is maintained in school and parents are provided with information about injuries too.
- A minor accident form is completed if the injury needs only very minor first aid e.g. a wipe, cold compress, plaster, or ice pack for a short time. For children in Reception and Key Stage 1 a 'Bump' note is sent home to inform parents.
- A record, by the relevant member of staff, is made on the same day or as soon as possible after a major incident resulting in an injury or near miss.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

6.2 Reporting to the HSE

The Executive Headteacher/Head of School 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 Executive Headteacher/Head of School 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>

6.3 Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Bumped head letters sent home as well where a child has bumped their head.

6.4 Reporting to Ofsted and child protection agencies

The Executive Headteacher or Head of School 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 Executive Headteacher or Head of School will also notify local authority child protection agencies (MASH team) 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.

Staff are encouraged to renew their first aid training when it is no longer valid. A matrix will be populated ongoing to ensure that all staff's training needs are renewed and compliant with current legislation.

At all times, at least 5 staff members 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 2 years.

8. Monitoring Arrangements

This policy will be reviewed by the Executive Headteacher/Head of School in conjunction with the Health & Safety Forum at least every 2 years and through the Health and Safety provider through Audit.

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:

- Health and safety policy
- Educational Visits Policy

- Supporting pupils with medical conditions

10. Use of Personal Protective Equipment (PPE)

In school, we have the following PPE available for staff:

- disposable gloves
- disposable plastic aprons

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Appendix 1

HSF 16

First Aid Policy

Assessment of First Aid Provision

Establishment/Location: Dosthill Primary Academy

Name of Assessor(s): V Dobson; B Holland

Assessment of First Aid Factors

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

<u>Assessment Factor</u>		<u>Apply?</u>		<u>Impact on First Aid Provision</u>
		<u>Yes</u>	<u>No</u>	
1	Have your risk assessments identified significant risks of injury and/or ill health?	✓		If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	✓		You will need to consider: - specific training for first aiders - extra first-aid equipment - Precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?		✓	You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?	✓		You will need to check your record of accidents and cases of ill health – What type they are and where they happened. You may need to: - locate your provision in certain areas - review the contents of the first aid box.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	✓		You will need to consider: - special equipment - Local siting of equipment.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	✓		You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?	✓		Remember that there needs to be first aid provision at all times that people are at work.
8	Is your workplace remote from emergency medical services?		✓	You will need to: <ul style="list-style-type: none"> inform local medical services of your location consider special arrangements With the emergency services.
9	Do you have employees who travel a lot or work alone?	✓		You will need to consider: - issuing personal first aid kits and Training staff in their use.
10	11. Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	✓		You will need to make joint arrangements with the other site occupiers.
11	Do you have any work experience or other trainees?	✓		Your first aid provision must cover them.

12	Do members of the public visit your premises?	✓		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: <ul style="list-style-type: none"> • Less than 5? • 5 to 49? • 50 to 100? - More than 100? 	50-100		You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?	✓		