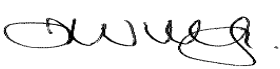





Wootton Community Primary School FIRST AID POLICY

Approved on:	28 th March 2022
FGB/Committee:	FGB
Responsibility:	Headteacher
Review Date:	March 2025
Signed by Headteacher/DSL:	
Signed by Chair of Governors	

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitors to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- 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

Wootton Community Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

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
- <https://www.gov.uk/government/publications/first-aid-in-schools> which is guidance that employers in these settings should have regard to when carrying out duties relating to first aid issues on their premises and off-site.

The policy is implemented in conjunction with the following school policies:

- Health and Safety policy
- Administering Medication policy
- Supporting Pupils with Medical Conditions policy
- Behaviour policy

- Child Protection and Safeguarding
- Educational Visits policy

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, every member of staff is first aid trained, with a mixture of Pediatric and Emergency. Each member of staff is retrained every three years.

3.1 Appointed person(s) and first aiders

The appointed persons are Jane Wilford (Headteacher), Catherine Pye (School Business Manager), Georgia Holmes (School Administrator) and Theresa Gilbert (Teaching Assistant). 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
- Completing and renewing training as dictated by the governing board and SLT.

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

The Isle of Wight Council and governing board 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 is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointment first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out of hours activities, e.g. Educational Visits.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring the first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

3.3 The Headteacher

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

- Ensuring that an appropriate number of first aid trained staff 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)
- Ensuring staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.

3.4 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 (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.
- Ensuring they have sufficient awareness of this policy and the outlined procedures.

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

3.5 The appointed person

The appointed person is responsible for:

- Overseeing the school's first aid arrangements.
- Looking after the first aid equipment, e.g restocking.

The appointment persons at Wootton Primary School are Jane Wilford (Headteacher), Catherine Pye (School Business Manager), Georgia Holmes (School Administrator) and Theresa Gilbert (Teaching Assistant).

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
- Appointed first aider will liaise with the Headteacher
- 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 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

The school will routinely re-evaluate its first aid arrangements, as least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individual's onsite, and the nature and distribution of pupils and staff throughout the school.

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.
- Any medication individual children and staff may need.
- Information about the specific medical needs of pupils.

Risk assessments will be completed by the Educational Visits Leader and EVC prior to any educational visit that necessitates taking pupils off school premises. All medical details will also be put on the EVOLVE form.

There will always be at least one first aider with a current paediatric first aid certificate on EYFS school 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 variety of plasters
- Small sterile gauze dressings x2
- Medium sterile gauze dressings x2

- Large sterile gauze dressings x2
- Triangular bandages x2
- Crepe rolled bandages x2
- Safety pins
- A box of disposable sterile gloves
- Tweezers
- Scissors
- Medical tape
- Distilled water
- Conti wipes

No medication is kept in first aid kits. Medication is kept in the classroom first aid cupboard, and transferred to the first aid kits only when going on an educational visit.

Each class has its own first aid kit, and is in charge of restocking this kit themselves (with the guidance of the appointed persons). Spare first aid kit items are kept in the Disabled Toilet in labelled boxes.

Each class takes its own first aid kit when going on an educational visit.

A first aid kit check is done every half term, where staff check the contents of their first aid kit are in date, are not damaged and that they have enough of each item. They then sign to say that this has been completed.

6. Record keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider 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.
- The form is then to go home with the injured pupil at the end of the day, or if they are collected early.
- A copy of the accident report form will also be stored in school for the relevant amount of time.
- 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 SBM 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 SBM will complete the RIDDOR with the staff members, but the SBM is responsible for reporting.

The SBM 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

Parents will be notified of any injuries through the schools text service and/or phone call home, depending on the extent of the injury. In some cases, parents may be asked to come and check the injury themselves before making a decision on whether to take their child home or not.

6.4 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 safeguarding leads will also Child Protection Officers of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Offsite visits and events

Before undertaking any offsite visits or events, the member of staff organizing the educational visits or event will ensure that there is at least one member of staff attending the visit who is sufficiently first aid trained and that an appropriate risk assessment has been completed.

The teacher will take their class's first aid kit on the visit with them, and ensure that it is full and has everything stocked. Any medication that needs to be taken on the visit will also be placed in the first aid kit for the duration of the visit.

Any medication needs will be included on the EVOLVE form that is completed by the visit leader prior to the educational visit taking place.

For more information about the school's educational visits requirements, please see our Educational Visits policy.

8. 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 to renew their first aid training every 3 years. A record of this is kept electronically on the school's systems.

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.

9. Automated External Defibrilators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the **SCHOOL OFFICE**.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

10. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment. The first aid room will be used to enable the medical examination and treatment of pupils and for short-term care of sick or injured pupils. The first aid room includes a wash basin, a medical bed, and is situated near to a toilet. The first aid room is:

- Large enough to hold an examination/medical bed.
- Has washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital, if needed.

11. Storage of medication

Medicines are stored securely and appropriately in accordance with individual product instruction. Each classroom has a medicine cupboard, where non-refrigerated medication for the class is stored, and is locked away. The cupboards are out of reach from the children. Any refrigerated medication is kept in the medicine fridge in the staffroom. All medicine requires a prescription label, or some sort of prescription with it, as well as an expiry date.

Medicine brought in will be returned to their parents either every day (if also needed at home), or once the medication is completed or expired.

This links to our Administering Medication policy.

12. Illnesses

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

13. Monitoring arrangements

This policy will be reviewed by the Headteacher every 3 years.

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

