

Donnington Wood Infant School & Nursery



First Aid Policy & Procedure

Date of Policy Creation	July 2020	Named Responsibility	Leader– Mrs Y Jones Headteacher – Mrs C Boddy
Date of review completion	July 2021	Named Responsibility	Safeguarding & Premises Committee
Inception of new Policy	October 2020	Named Responsibility	Mrs Y Jones/Mrs C Boddy
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All staff and the wider school community will be given a copy of this policy. Copies are available from the office or via the website for parents and members of the wider community

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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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

There must be at least one person who has a current paediatric first aid certificate on the premises at all times.

3.1 Appointed person(s) and first aiders

The school currently has 9 trained paediatric first aiders and 2 trained First Aid at Work first aiders. 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
- Knowing where first aid kits, inhalers and EpiPens and any other emergency medication is located.
- 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
- 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 (A first aider poster is located in each room throughout the school building)

3.2 The local authority and governing board

Telford & Wrekin Council has ultimate responsibility for health and safety matters in the school, but delegate's 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.

3.3 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)

3.4 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 where a first aider/appointed person 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/appointed person, 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 School Administration 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 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 and staff
- Access to parents' contact details (through the school office or an out of hours named contact)
- Essential medicines and care plans for individual children or staff

Risk assessments will be completed by the party organiser 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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Foil blankets
- Finger dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The school medical area outside Class 3
- Nursery 3's changing room
- Nursery 2's Kitchen
- Breakfast club
- Travel First aid kits (5 in total) are stored in Nursery and the school office.

The First aid kits will be checked and restocked each month by allocated responsible people (**2020 - Jo Goddard, Tracey Harper, Yvonne Jones**) using the relevant First Aid checklist included in each kit. Extra First aid stock is kept in a box located in the school resource room. Any requests for additional stock that cannot be found in the stock box will be noted in a book located in the central school First aid station. **Jo Goddard** will be responsible for ordering additional items.

Additional medical resources are stored in allocated areas:

- **Locker 29**- Bio-hazard bags and powder spillage cleaning items. The locker key is located in the PPA room.
- **School resource room**- Excess Spillage cleaning powder.
- Individual children's EpiPens and inhalers are kept in their class red boxes along with their individual care plans and medicine log forms.
- Emergency EpiPens and inhalers are kept in locked storage in the main school office.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. For children who have a bump to the head, a 'bump note' is attached to the accident form for the parent/carer's attention.
- 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 be sent home with the pupil by the appointed first aider.
- 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 securely.
- More significant injuries or first aid incidents will be recorded on a T&W accident form and handed to the headteacher for logging on PSE
- An analysis of any recorded accidents will be completed monthly by **Tracy Harper**.

6.2 Reporting to the HSE

The School Administration Team 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 Administration 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 injuries
 - 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

The Class Teacher, Nursery Manager 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, or as soon as reasonably practicable. If the injury requires further medical attention then parents will be informed straight away by the school administration team.

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 Headteacher will also notify Family Connect of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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.

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 which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher in conjunction with the Safeguarding & Premises Committee every year.

At every review, the policy will be approved by the Headteacher and Health & Safety Governors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessments
- Policy on supporting pupils with medical conditions
- Asthma Policy
- Medicine in school policy

Appendix 1: list of Trained Staff

Staff members name	Role	Expiry Date	Area of Work
Jo Goddard	First Aid at Work – Adult Only	Feb 2022	Y2
Tracey Harper	First Aid at Work – Adult Only	Aug 2021	Y1
Sophie Brown	Paediatric First Aider	Feb 2021	Rec
Jenny Hallett	Paediatric First Aider	Sept 2020*	Y2
Amanda Hannington	Paediatric First Aider	Oct 2023	Rec
Yvonne Jones	Paediatric First Aider	Mar 2023	Nursery
Joanne Lovatt	Paediatric First Aider	Jun 2021	school
Demi Morrissey	Paediatric First Aider	Mar 2021	Nursery
Philippa Parton	Paediatric First Aider	Oct 2020*	Nursery
Holly Tibbetts	Paediatric First Aider	Mar 2021	Y1
Michelle Woodward	Paediatric First Aider	Jan 2021	Nursery

*Due to COVID19 restrictions and difficulties with face to face training a 6 month extension is currently permitted for renewal of First Aid training.