



HEBDEN GREEN COMMUNITY SCHOOL



First Aid Policy

Written by	Reviewed by	Ratified by	Ratified on	To be reviewed on	Status
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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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

3.1 Appointed person(s) and first aiders

The school's appointed person's are the Assistant Head for Primary/Secondary and/or a member of the Senior Leadership team. 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 as, or as soon as is reasonably practicable, after an incident (see a copy of this in appendix 2)
- Keeping their contact details up to date

Our school's appointed staff and first aiders are listed in the school's Health and Safety Overview in Appendix 1. Their names will also be displayed prominently around the school site.

3.3 The headteacher

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

- Ensuring that an appropriate number of the Senior Leadership team and First Aiders 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 SLT (appointed person's), and first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend
- 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, 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 escalate to a member of the Senior Leadership team and nursing team, where applicable
- The first aider may also decide whether the injured person should be moved or placed in a recovery position alongside Senior Leadership team and the Nursing team
- 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 after consultation with the Senior Leadership team. On their arrival, the first aider/class teacher/SLT will recommend next steps to the parents/carers
- If emergency services are called, the managing member of the Senior Leadership team will ensure that parents/carers are contacted immediately
- The first aider/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
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the leader of the trip alongside the relevant member of senior staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Designated spaces across school
- Reception (at the desk)

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident form will be completed by the first aider/relevant member of staff 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 at appendix 2
- For accidents involving pupils, a report of the accident report form will also be added to the pupil's educational record via CPOMS by the reporting person
- Records held 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 Head teacher will complete/or designate someone to keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher/designated member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Head teacher/designated member of the team will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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/carers (early years only)

The class teacher/SLT lead 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. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Head teacher will also notify Cheshire West and any other appropriate agencies specific to the individual child 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 (see appendix 2 for list and the Deputy Head teacher for further detail).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Deputy Head teacher every two years.

At every review, the policy will be approved by the Head teacher

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Appropriate Medical Policies
- Policy on supporting pupils with medical conditions

Appendix 1:



HEALTH & SAFETY CONTACTS

In the event of an accident/emergency, the following staff are qualified to administer
Emergency/First Aid

EMERGENCY AIDERS

Hayley Ashley Louise Ashford Bonnie Baguley Beverley Bitten Emma Council James Doran Sue Evans Julie Johnson	Lesley Jackson Lauren Leech Sharon Lewis Christopher Morris Paula Sparkes Claire Tierney
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FIRST AIDERS

Gemma Bettley Lesley Ellison Nick Hazlehurst Charlotte Kelsall Danielle Lamb Debbie Simpson Angela Spruce	Lisa McNamara (Paediatric) Michala Oakes (Paediatric) Lesley Jackson (Paediatric) Rebecca Stedman (Paediatric)
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POOL EVACUATION

Lesley Ellison
Lesley Jackson
Rebecca Stedman
Faye Bye

FIRE MARSHALLS

Lauren Leech
Helen Ashley
Danielle Lamb
Stacey Sawicki
Lesley Ellison
Nick Hazlehurst
Gemma Bettley
Lee Walker

CHILD PROTECTION

Designated staff

Stacey Sawicki
Danielle Lamb
Helen Ashley
Lesley Ellison
Rebecca Stedman
Faye Bye

HEALTH & SAFETY Representatives

Lee Walker
Helen Ashley
Lauren Leech
Stacey Sawicki
Lesley Ellison
Lesley Jackson
Faye Bye
Rebecca Stedman
Gemma Bettley

SITE/BUILDINGS SAFETY

Appendix 2: accident report form



Accident/Incident Report Form

This form must be completed for all accidents, near misses (reportable diseases, dangerous occurrences) and physical/verbal assault at all premises under Council control or arising as a result of any operation undertaken by the Council as follows:

1 Details of injured person **Mandatory sections are marked ***

Title: _____ Surname*: _____ Forename*: _____ Age/DOB*: _____ M F

Address: _____ Postcode: _____

Contact Telephone Number: _____

Employees only : Status* Please select person type and complete relevant boxes

Council Employee: Job title: _____ Team: _____

Service: _____

Non employees only : Status* Please select person type and complete relevant boxes

Contractor / Consultant Agency Worker: Member of the Public:

Pupil /Young Person: Service User/Client:

Other (Please State): _____

2 Accident/incident detail

Date*: _____ Time*: _____

Location*: Inside Outside Sub location*: e.g. car park, sports hall, kitchen _____

Weather _____ Light _____ Artificial Bright Dark Good Poor

Conditions _____ **Not known**

Briefly describe incident and apparent cause, including events leading up to the incident, any equipment and PPE being used, assailant details etc. please continue on additional sheet if necessary: *

(if other people involved, please list names and ages)

Injury type and body area affected: _____

If injury was caused by a fall from a height please specify height of fall in meters*: _____

What immediate action was taken to make the area safe/remove hazard (for example spillage cleared up and warning signs displayed)? If no action was taken at the time please state none * _____

3. Assailant detail – if a violent, aggressive or challenging behaviour incident:

Surname*: _____ Forename*: _____ Age/DOB*: _____ M F

Address: _____ Postcode: _____

Description: _____

Status*: Please select person type and complete relevant boxes

Council Employee: Job title: _____ Team: _____

Contractor / Consultant Agency Worker: Member of the Public:

Pupil /Young Person: Service User/Client:

4. Additional information

Did the Injured Person become unconscious * Yes No or Need resuscitation * Yes No

Was any First Aid treatment given? * Yes No

If yes above, what treatment? * _____

Was treatment carried out by a person competent to give first aid treatment? * Yes No Not Known

If Yes By Whom? _____

Did Emergency Services attend? * Yes No If yes, which one(s) attended? * _____

Did the injured person go to hospital following the incident? * Y N

Was the injured person detained in hospital for more than 24 hours? Y N Not Known

If the injured person is an **employee**, did they return to work following the incident? * Y N

If no, are they likely to be off work for more than 3 days? * Y N

Total absence if known: _____

Were there any witnesses? * Yes No (please give names of witnesses and attach witness statements if available)

1. _____ Contact number: _____

2. _____ Contact number: _____

What action has been taken to prevent re-occurrence? * E.G. Refresher training, staff briefing, procedural review.

Additional / follow up information: Please give details of guarding systems or other safety features/ hazard controls in place before the incident and any obvious deficiencies. (Including what if any personal protective equipment was provided / worn, what training had been given)

5. Follow Up Actions

What action has been taken by the manager to prevent re-occurrence of a similar incident?
