



# Thaxted Primary School

## First Aid Policy

<b>Policy Date:</b> Spring 2022	<b>Review Date:</b> Spring 2024	<b>Responsible Person:</b> Headteacher <b>In Conjunction with:</b> Business Manager
<b>Other Policies to be read in conjunction with this policy:</b>		Special Educational Needs and Disabilities Supporting pupils with medical conditions Intimate Care Policy Policy for Children with Health Needs who Cannot Attend School

This policy was approved by the Full Governing Board on the 19/01/2021

## 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. Roles and Responsibilities

### Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and first aiders.

### 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;
- 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).

### First Aiders

The school's appointed first aiders are listed in Appendix 1. This list is displayed in the school office and the staffroom. 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;
- Recording any accident that has resulted in the need for first aid on the same day, or as soon as is reasonably practicable, after an incident;

### Other School Staff

All other 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 is not called;
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

### 3. First Aid Procedures

#### On-Site 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 nature of the injury results in the need to remove clothes, this should be done in the disabled toilet with a second member of staff present.
- 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 injury is serious enough: *any injury to head, neck or face; deep wound, which keeps bleeding; injury prevents/limits movement; pain is unexplained and continual*; then:
  - The supervising member of staff/first aider will complete a red letter to send home.
  - If the injury is considered significant, a member of the office staff should telephone a parent to inform them of the incident. The first aider should remain in the office in case further explanations are needed.
  - The class teacher will be informed for monitoring purposes.
  - If the incident involved another child and was because of poor behaviour a green slip will be completed and handed to the relevant class teacher.
- 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, a member of the administration staff 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. Minor injuries will be recorded on the central accident record sheet; injuries that are more significant will be recorded on the Essex County Council incident form, which is available on line.
- All injuries that relate to a bump to the head are recorded.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

#### Off-Site Procedures

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

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 trip leader prior to any educational visit that necessitates taking pupils off school premises.

## 4. First Aid Kits

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

- A leaflet with general first aid advice
- Regular and large bandages
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Instant Ice-pack

No medication is kept in first aid kits. First aid kits are stored in the school office.

## 5. Record Keeping and Reporting

### First Aid and Accident Records

All accidents will be noted manually on the central form available in the school office. Handwritten records are then transferred to a digital file that is saved on the school's secure server. These will be retained by the school until any child has reached the age of 25.

### Reporting to the HSE

The Business Manager 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 Business Manager 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 scalding 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 administrative staff will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. See the section above (on-site procedures) for a definition of significant.

### **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 the Local Area Designated Person for Safeguarding at Essex County Council (LADO) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6. 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 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **7. Links with Other Policies**

This first aid policy is linked to the:

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

## Appendix 1: List of First Aiders

Name	Qualification	Renewal Due
Joanne Magro-Boorman	Emergency First Aid at Work, Level 2	Nov 22
Jill Kelson	Emergency First Aid at Work, Level 2	Nov 22
Louise Bargery	Emergency First Aid at Work, Level 2	Nov 22
Charlotte Cowgill	Emergency First Aid at Work, Level 2	Nov 22
Shelley Wright	Emergency First Aid at Work, Level 2	July 23
Claire Hobday	Emergency First Aid at Work, Level 2	July 23
Karen Culpin	Emergency First Aid at Work, Level 2	July 23
Emma Dymond	Emergency First Aid at Work, Level 2	July 23
Dianne King	Paediatric First Aid	Feb 24
Nicola Black	Paediatric First Aid	Feb 24
Julia Calver	Paediatric First Aid	Feb 24
Gayner Barrett	Paediatric First Aid	Feb 23
Vikki Robinson	Paediatric First Aid	Feb 23
Michelle Chipperfield	Paediatric First Aid	Feb 23
Amy Hart	Paediatric First Aid	Feb 23
Kelly Grout	Paediatric First Aid	Oct 24
Susanna Neto	Paediatric First Aid	Feb 24
Cath Read	Paediatric First Aid	Feb 24
Jen Jinkerson	Paediatric First Aid	July 24
Kate Curtis	Paediatric First Aid	Jan 24