



*Doing our best to achieve our best*

## Clarendon Primary School & Family Centre

# First Aid Policy

***This policy school be read in conjunction with the 'Administration of Medication in School's Policy' and the 'Children with Medical Needs Policy' as well as the 'Asthma and Auto injector guidance'.***

## **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.

## **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.

## **Roles and responsibilities**

*Along with the school's welfare assistant, office staff **and some other members staff within school**, within our Early Years Foundation Stage provisions, (Nursery and Reception) all staff hold a current pediatric first aid certificate. Furthermore, other office staff, teachers and school teaching assistants have completed a first aid training course.*

## **Appointed person(s) and first aiders**

In school our appointed first aider is the school's welfare assistant. *(When this person is absent from school, this role is undertaken by another member of the office team.)* This person is 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 when necessary.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

## **First aiders are trained and qualified to carry out their role, (see training section below) and are responsible for:**

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, providing 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.
- Keeping contact details up to date on a child's Health Care Plans. **(N.B – Keeping children's general contact details up to date will be completed by the school's office assistant.)**

Our school's appointed first aiders are listed in appendix 1. **Their names will also be displayed prominently in the school office.**

## **The local authority and governing body**

Surrey County Council have ultimate responsibility for health and safety matters in the school, but delegates the responsibility for the strategic management of such matters to the school's governing body. In turn, the governing body has delegated operational matters and day-to-day tasks to the headteacher and other staff members.

## **The headteacher**

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

- Ensuring that an appropriate number of required number of trained first aiders are present in school at all times.
- Ensuring that first aiders hold 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 an adequate space is available to cater to the medical needs of pupils.
- Reporting specified incidents to the HSE, when necessary (see record-keeping and reporting section below).

## **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 is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

## **First aid procedures**

### **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 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 welfare assistant or another member of office staff will contact parents immediately.
- The attending 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.
- Report to the Local Authority via the online reporting system.

## **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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the group leader in advance of any educational visit that takes children off the school premises. As part of this process, the group leader will liaise with the welfare assistant about the medical requirements of individual children.

On school trips and visits, there will always be at least one first aider who holds a current first aid certificate. *(In Early Years this will be a pediatric first aid certificate, which is required by the statutory framework for the Early Years Foundation Stage.)*

## **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
- Any other items deemed necessary by the school's welfare assistant.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room / office
- The school kitchens
- The playground when the lunchtime staff go outside

Within the office's 'first aid kit' we also keep 'Asthma inhalers' and 'auto-injectors' for use in an emergency.

## **Record-keeping and reporting**

### **First aid and accident record book –**

- A record will be completed in the school accident book by the first aider managing the incident on the same day or as soon as possible after an incident resulting in an injury. ***(N.B – Any record of a child visiting the medical room is made whether it relates to a very minor or more serious incident or whether it relates to a child feeling unwell. If required, this information is then used to complete a Health and Safety notification to the Local Authority via the OSHENS reporting system.)***
- As much detail as possible will be included when reporting an accident. This includes:
  - Name of person injured
  - Role/class
  - Date and time of the incident
  - Location of the incident
  - Incident details (what happened, how it happened and what injuries the person incurred)

- *Action taken, (steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards)*
- *Follow up actions required, if any, (steps the school will take to check on the injured person and what it will do to reduce the risk of the incident happening again)*
- *Name of attending/managing the incident.*
- Records held in the first aid and accident book will be archived and retained by the school for a minimum of 25 years. They will then securely disposed of.

### **Reporting to the HSE (Via Surrey County Council and their OSHENS online reporting system)**

The welfare assistant 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 welfare assistant will report these to the Health and Safety Executive (via Surrey County Council's OSHENS system) as soon as is reasonably practicable and in any event within 10 days of the incident.

- 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
- Diagnosed cases of certain industrial diseases
- Where an incident **may** have occurred as a result of a potential Health and Safety issue which needs reviewing and possible rectification.

Where 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>

### **Notifying parents**

The welfare assistant, or another member of the office team, will inform parents of any incident and treatment given for accidents/incidents felt to be 'more serious' in nature or known to be a head injury believed to be more significant. (A judgement on this will be at the discretion of the person administering first aid.)(**N.B** – We do not generally notify parents of minor injuries/incidents, e.g. scratches, grazes and minor cuts/bruises.)

Within nursery, unless parents have already been spoken to, staff will notify parents of all accident/incidents sustained by a child during the school day. Parents are subsequently asked to sign the accident book to confirm they have been notified by staff.

## **Reporting to Ofsted and child protection agencies**

The welfare assistant or another member of the office team 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 welfare assistant or another member of the office team will also notify Surrey County Council, via the C-SPA and area education officer, of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Training**

With regards to staff training the following procedures and expectations are in place:

- 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 attendance and admissions officer will also keep a register of all trained first aiders, what training they have received and when this is valid.*
- Staff are encouraged to renew their first aid training when it is no longer valid. *(The school's attendance and admissions officer will notify them when their training is due to expire.)*
- At all times, at least 1 staff member, who holds a current paediatric first aid (PFA) certificate, must be present in the EYFS settings. **(N.B – This is to meet the requirements set out in the Early Years Foundation Stage statutory framework.)**

## **Links with other policies and guidance**

This first aid policy should be read in conjunction with the following key policies:

- Health and Safety Policy
- Administration of Medication in School's Policy
- Children with Medical Needs Policy
- Asthma and Auto injector guidance

## **Monitoring arrangements**

This policy will be reviewed by the headteacher, in consultation with the welfare assistant, every 3 years. It will also be approved by the governing body.

## **Policy Review:**

This policy will be reviewed and approved by the governing body.

Date reviewed: Summer term 2023

Review date: Summer term 2026

**Appendix 1**  
**List of appointed person(s) for first aid**

Staff member's name	Role	Contact details
Anne-Marie Bough (Lead first aider)	Welfare assistant	<a href="mailto:Welfare@clarendon.surrey.sch.uk">Welfare@clarendon.surrey.sch.uk</a>
Caroline Newman	Attendance and Admission's Officer	<a href="mailto:Admin1@clarendon.surrey.sch.uk">Admin1@clarendon.surrey.sch.uk</a>
Debbie Bull	Admin assistant	<a href="mailto:admin@clarendon.surrey.sch.uk">admin@clarendon.surrey.sch.uk</a>
Clare Parrish	Nursery Teacher	Via the school office
Janice Gray	Nursery Practitioners	Via the school office
Clara Miles	Nursery Practitioners	Via the school office
Lucy Griffiths	Nursery Practitioners	Via the school office
Kanjit Kaur-Khaira	Nursery Practitioners	Via the school office
Belita Barrett	Reception Teacher	Via the school office
Sabrina Bundy	Teaching Assistant	Via the school office
William Neale	Head Teacher	Via the school office
Carol Foley	School Business Manager	<a href="mailto:info@clarendon.surrey.sch.uk">info@clarendon.surrey.sch.uk</a>

**N.B** – Along with the school's welfare assistant and office staff, within our Early Years Foundation Stage provisions, (Nursery and Reception) all staff hold a current pediatric first aid certificate. Furthermore, all other office staff and school teaching assistants have completed a first aid training course.