



Tudor Court Primary School

First Aid Policy

Reviewed HT	May 2024
Assigned to Committee	FGB
Frequency of Review	Every 3 Years
Ratified by the Governing Body	Awaiting Ratification

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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 accident or 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 Education (Independent School Standards) Regulations 2014, 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 primary first aiders 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
- Completing the appropriate records of injuries on to medical tracker at the time of the accident or incident.
- Completing medical tracker at the time, or as soon as is reasonably practical, after an accident or incident that requires further medical intervention
- Attending training when required to maintain their qualification

A list of our school's first aiders are displayed in the main school office.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the Head Teacher and staff members.

3.4 The Head Teacher

The Head Teacher 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing medical tracker for all incidents
- Informing the Head Teacher 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 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, a member of the office staff will contact parents immediately
- The first aider will complete medical tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury requiring further medical assistance. The report will include as much detail as possible, such as weather conditions, surface condition, witnesses (statements to be collected) etc.
- the school has a defibrillator (AED) which is located in the Medical Room
- An individual member of staff will inform another appropriate adult if it is deemed necessary to assist a younger pupil with intimate care/check following a reported accident or suspected injury.

4.2 Off-site procedures

First Aid kits will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epi-pens etc. Staff who are first aid trained will accompany all off-site visits and for some trips with additional risks or hazards, a Pediatric First Aider may also attend.

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit
- Information about the specific medical needs of pupils
- up to date personal contact details left with the office team

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits. As required by the statutory framework for the Early Years Foundation Stage for any EYFS trips this person will hold a current Pediatric First Aid Certificate.

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
- Disposable gloves
- Individually wrapped moist cleansing wipes
- Plasters of assorted size
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The School Halls
- Lobby areas leading to playgrounds from the main building

Asthma Pumps/Allergy Auto-injector Adrenaline Pens (Epi-pens, Jext, Emerade)

At Tudor Court Primary School, we hold an emergency asthma pump and Auto-injector. The school equipment would only be administered where the child's medication was unavailable or their own equipment had failed. Parents must give parental consent for the school to use these resources.

Pupils who require asthma pumps need to have an in-date working pump in their classroom and pupils who use an Auto-injector for allergies are required to have two in-date Auto-injector pens in school, one in their classroom and one in the medical room. If these should fail, the school equipment will be utilised, having secured parental agreement previously on initial notification of the pupil's need for critical medication.

Any such events will be recorded in the Asthma Pump/Auto Injector Pen folder located in the medical Room

6. Record-keeping and reporting

6.1 Medical tracker

- An accident will be recorded on to medical tracker by the first aider on the same day or as soon as possible after an incident occurring
- Details when reporting an accident on medical tracker will include the date, time and location of the accident/incident, child's name, a brief summary of the accident, the first aid given and any action taken.
- 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

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment need further documentation completing and an Accident/Incident report will need to be completed

by the first aider. The Health and Safety officer will determine if an accident is RIDDOR reportable to the HSE.

HSE guidance on reporting incidents in schools can be found in the [HSE information sheet](#) displayed in the medical room.

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

Physical Assault/Injury

Staff should complete an accident form if they have been physically assaulted or injured. If a pupil has been physically assaulted or injured by another pupil, details are recorded on to medical tracker.

Near Miss Events

Near-miss events that do not result in an injury, but could have done should be addressed with the Health and Safety officer and recorded with a RIDDOR report to HSE.

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 fire or explosion

6.3 Notifying parents/carers

Parents will be informed of an accident/injury in one of the ways set out below:

- A call will be made if the injury is considered more serious and the child may require collecting or further medical attention
- A message will be sent through the school messaging service for children who have received first aid for an injury to the neck or above or if the child has suffered a nose bleed within school
- A teacher may inform a parent in person of a minor injury and the exchange will be inputted on to medical tracker, under the notes for that incident.

7. Training

The Head Teacher will ensure that the school has adequate first aid trained staff based on the needs of the school following risk assessment.

- The school will keep a register of all trained first aiders, what training they have received and expiry date; this is recorded on the school's first aid training log.
- The Head Teacher will ensure there are sufficient staff trained in paediatric first aid in early years to ensure cover for absence. This meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Contractors working on site

All contractors working on site, whether cleaning staff or tradesmen, must be made aware of the first aid procedures on site including who they should notify if there is an accident.

8. Monitoring arrangements

This policy will be reviewed by the Head Teacher every three years or following a change in legislation/school procedure.

At every review, the policy will be approved by the Local Governing Board Committee

9. Links with other policies

This first aid policy is linked to the

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