



FIRST AID & ACCIDENT REPORTING POLICY – February 2023

Introduction

First aid can save lives and prevent minor injuries becoming major ones. The school has a moral and legal duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Department for Education guidance to schools in respect of administering first aid is that:

‘Teachers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.’

Aims

- To provide effective first aid support for all pupils, staff and visitors;
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the procedures in place;
- To promote the awareness of health & safety in school and on trips in order to reduce the risk of illness or injury.

Responsibility

The Governing Body will:

- under the Health & Safety at Work Act 1974 ensure that a Health & Safety Policy is in place and regularly monitored;
- ensure that adequate first aid provision is available;
- monitor and respond to all matters relating to the health & safety of all persons on the school premises;
- ensure adequate insurance arrangements are in place;
- ensure that new staff are made aware of the first aid policy and arrangements;
- ensure that the first aid policy and any associated risk assessments are regularly reviewed.

The Headteacher (Appointed Person) will:

- ensure that the First Aid Policy is part of the induction process for new support staff;
- ensure that the school has trained first aiders who can fulfil their role;
- ensure there is a system in place to monitor first aid kits and keep them refilled. Office staff to email staff once per month to check items and notify them if replacements are needed.



First Aiders will:

- provide first aid assistance in any situation where this is deemed necessary;
- maintain their level of first aid training certification;
- report accidents/injuries, where required, to Senior Leaders and other relevant bodies

All Staff will:

- ensure they understand the contents of this policy and put it into practice.
- attend to minor injuries and treat where necessary, e.g. applying a plaster to a small graze

Parents will:

- be responsible for their child's overall health and ensure the school is informed of any medical conditions.

Training

- First Aiders must complete an approved training course. At Whetstone Field Primary School all designated first aiders are appropriately trained and attend a refresher course every three years.

First Aiders

- The list of current first aiders is located on the noticeboard outside the school office
- The qualified first aiders at this school are:

NAME	COURSE	DATE	RENEWAL DATE
Andrews Amanda	Paediatric	09.11.20	08.11.23
Brooks Teresa	Paediatric	09.11.20	08.11.23
Butler Paula	Paediatric	01.11.21	31.10.24
Farmer Sharon	Paediatric	10.06.22	09.06.25
Kitson Olivia	Paediatric	9.11.20	08.11.23



Lawton Abbey	Paediatric	13.10.22	13.10.25
O'Mahony Claire	Paediatric	25.01.21	24.01.24
Steventon Mandy	Paediatric	9.11.20	08.11.23
Williams Megan	Paediatric	9.11.20	08.11.23
Wood Harriett	Paediatric	13.10.22	13.10.25
Cox Stuart	Emergency First Aid At Work	03.02.23	02.02.26
Donovan Julie	Emergency First Aid At Work	05.05.21	04.05.24
Lake Helena	Emergency First Aid At Work	05.05.21	04.05.24
Slatcher Debra	Emergency First Aid At Work	05.05.21	04.05.24
Slatcher Natalie	Emergency First Aid At Work	05.05.21	04.05.24
Wyatt Charlotte	Emergency First Aid At Work	05.05.21	04.05.24

Appointed Person

At Whetstone Field Primary School this is the Headteacher, Mr S Cox

If Mr Cox is not present, then one of the following members of staff should be contacted:

Mrs D Kelly (EYFS lead and Deputy Headteacher)

Mrs A Andrews (Senior Lunchtime Supervisor and Qualified First Aider)

Mrs D Slatcher (Business Manager and Qualified First Aider)

Their Main Duties

- Take charge when someone is injured or unwell;
- Ensure that an ambulance or professional medical help has been summoned when required.

Location of First Aid Equipment

- All classrooms have a small kit to deal with minor injuries in teaching areas. Office staff to email staff once per month to check items and notify them if replacements are needed.



- There is a defibrillator located outside the main gate on Beaufort Way. In an emergency, the equipment may be used by any adult as once switched on you are clearly guided through the procedures.

First Aid Resources

There is no mandatory list of items for a first aid container. At Whetstone Field Primary School we hold the following items:

- Infrared thermometers (in School Office)
- Individually wrapped sterile adhesive dressings – assorted sizes
- Sterile eye pads
- Individually wrapped bandages
- Medium sized individually wrapped sterile wound dressings
- Disposable gloves
- Cool Packs

Off-Site

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. If no specific risk is identified, then the trip leader will ensure that sufficient travel first aid kits are taken. A qualified first aider will be taken on school trips. It is the responsibility of the trip leader/class teacher to ensure that any individual child specific medication, such as inhalers and Epi-pens, are taken on the trip.

Hygiene/Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids and disposing of dressings.

- All incidents involving bodily fluids are to be dealt with using gloves available from the School Office
- Specific incidents of sickness or toilet accidents will need the appliance of the appropriate 'ascorbit' powder (available from the Caretaker's storeroom).
- All dressings or wipes that have been in contact with blood or bodily fluids must be disposed of in the clinical waste bins.

Reporting Accidents and Record Keeping

- All incidents dealt with must be recorded in the school Accident Books held in each classroom. These must contain the date and time of the incident, name and class, description of injury/issue and first aid actions taken and what happened immediately afterwards i.e. went back to class/resumed duties, went home, went to hospital etc.



- General bumps to the head will be assessed and recorded if deemed appropriate – for example if there is a visible bump or cut - first aid will then be applied. If the head injury is deemed to be more serious, parents will be contacted to inform them of the injury and the opportunity given for parents to check on their child if possible.
- More serious concerns/injuries must be referred to another first aider for a second opinion and the Headteacher or a member of SLT contacted (if not a first aider).
- Accidents of a more serious nature must also be recorded on a Local Authority Accident Report form and on the online H&S portal and dealt with in accordance with Local Authority H&S procedures. The online reporting is managed and monitored by the Office Manager and the Headteacher. All reportable accidents are then reported to the Governing Body.
- All accidents/incidents that are reported to H&S are investigated by the Headteacher/Senior Leadership Team as appropriate and, where necessary, risk assessments will be reviewed.

ANY ACCIDENT RESULTING IN A TRIP TO HOSPITAL MUST BE FOLLOWED UP IMMEDIATELY WITH A TELEPHONE CALL TO LA HEALTH & SAFETY TO INFORM THEM OF THE DETAILS. This call must be made by either the Appointed Person, member of the Senior Leadership Team or the Lead First Aider.

Notification to Parents – school procedures

- Children reporting to First Aid will receive first aid treatment as deemed appropriate by the member of school staff (if needed). A First Aid Form will be completed if First Aid is administered. The form must state the date, time and place of incident, the name and class of the injured or ill person, details of the injury/illness and what treatment was given. The form will be sent home, via the class teacher, to the parent/carer that day.
- Concerns after an injury may result in a member of the office staff phoning the parent/carer and the parent/carer being given the opportunity to visit school to see the child. In certain circumstances, the parent will decide to take them home or be requested to do so by the school. It may be that the school will advise the parent/carer to seek medical advice.

Serious injuries/severe medical conditions will necessitate a 999 call for an ambulance and this telephone call will take first priority. In any such event, the priority will be making this call, with the parent being contacted as soon as a second adult is present to do so. In this case, office staff will print out the child's details including home address and doctor's details. The parent/carer will be phoned after the ambulance has been requested and, depending on their availability, will accompany the child in the ambulance if they can get to the school site/school visit location before the ambulance is ready to leave. **Staff must record accurate**



times of incidents and any medication given as this is often essential information for the paramedics.

Where the parent/carer is not able to get to the school site/school visit location before the ambulance needs to leave for the hospital, an Appointed Person will accompany the child in 'loco parentis' and stay with the child until such time as the parent/carer arrives at the hospital to be with them. Where an injury or illness has caused concern, the staff involved will initiate the use of our additional internal form 'Injury Response Form' to ensure all details are logged with times and staff involved.

- In the event of a school evacuation it will be necessary for a member of the office staff to take out the emergency green bag.
- In the event of an evacuation, the Registered First Aiders will set up a triage point to assess any medical needs.

Monitoring

- This policy will be reviewed annually or sooner if circumstances change. This policy should be read in conjunction with all other relevant policies and guidelines.

Mr S Cox

2nd February 2023

Next Review – February 2024