

Bridgelea Primary School
Bridgelea Road
Withington
Manchester
M20 3FB

FIRST AID POLICY

Implemented	**Sept 2023**
Presented by	**School Business Manager**
Ratified by Governors	**Nov 2024**
Review Date	**Nov 2026**

Bridgelea Primary School Vision & Mission Statement

Vision "Understanding People"

New Beginnings – Positive Futures

Our Shared Values

Communication	Inclusivity	Nurture	Resilience	Aspiration
We seek to understand each other better through clear and effective communication	Being inclusive is intrinsic to our approach with learners, staff, parents and Governors	We seek to ensure our learners and staff feel safe and supported in every aspect of their lives	We want to equip our young people with the knowledge and skills to independently sustain positive choices	We have the highest aspirations for our learners and staff and we build our environments to deliver success

We are guided by the 6 principles of nurture in everything we do

Language as a vital means of communication Elklan trained staff SLCN specialists	**Importance of nurture for the development of well-being** PASS Rights Respecting Nurturing Schools Programme Student and staff well-being	**The Classroom offers a safe space** Trauma informed practice ACEs and Attachment aware Restorative approaches Team Teach	**Importance of transition in pupil's lives** Outreach offer Post-16 support Admission and Re-integration Structures and routines	**Children's learning is understood developmentally** Literacy and numeracy Strong SEND practice Boxall Profiles Graduated Response 'Stage not age'
All Behaviour is communication Curious not judgmental 'Understand the behaviour'				

UN Rights of the Child: Bridgelea 10 Articles

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

Article 12	You have the right to give your opinion, and for adults to listen and take it seriously.
Article 13	You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.
Article 15	You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.
Article 24	You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.
Article 27	You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.
Article 28	You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
Article 29	Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.
Article 30	You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.
Article 31	You have the right to play and rest.
Article 39	You have the right to help if you've been hurt, neglected or badly treated.

The Six Principles Of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Diane Hallworth; appointed paediatric first aiders are Diane Hallworth; Julia Raine; Kennedy Lord; Maisie Nuttall. 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
- Ensuring staff complete an accident report on IRIS on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Our school's first aiders names/certificates will be displayed prominently in the staff corridors.

3.2 The local authority and governing board

Manchester City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- 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 first aiders in school are
- Completing accident reports on IRIS for all incidents they attend and witness
- 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 remain on the 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 admin office will contact parents immediately
- The initial staff member will complete an accident report form on IRIS on the same day or as soon as is reasonably practical after an incident resulting in an injury

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 and or mobile app
    - Individually wrapped assorted plasters
    - 2 wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing (bandage)
    - 2 triangular bandages – individually wrapped and preferably sterile
    - Individually wrapped sterile cleansing wipes
    - 1 sterile eye wash pod
    - 2 Ice Packs/covers
    - 2 pairs of disposable gloves
    - Sick bags/clinical waste bags
- Information about the specific medical needs of pupils
- Parents' 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 sterile 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 × 20 cm)
- 2 sterile eye wash pods
- 2 sterile eye pads, with attachments

- 1 pair of rustproof blunt-ended scissors
- 2 pairs of disposable gloves
- Sick bags

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

There will always be at least 1 first aider having undertaken online basic first aid on school trips and visits.

5. First aid equipment

First aid equipment in our school will include the following:

- A First Aid book
- Scissors
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Plasters
- Individually wrapped non adhesive dressings
- Sterile eye pads
- Sterile eye pods (wash)
- Individually wrapped triangular bandages (preferably sterile)
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Individually wrapped finger wound dressings
- Ice packs
- Ice pack covers
- Burn gel
- Disposable gloves/Aprons
- Face Shields
- Foil blanket
- Adhesive tape
- Sick bags

No medication is kept in first aid kits.
First aid equipment and classroom grab bags are stored in:

- The medical room
- All classrooms
- The school kitchen
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form on IRIS will be completed by the relevant member of staff on 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.
- Records held in the Medicines folder and IRIS accident reporting 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 School Business Manager/Headteacher 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 School Business Manager/Headteacher will report these to the HSE 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

6.3 Notifying parents

The staff member who was present will inform parents 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.

6.4 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 or DSL will also notify Social Services and Health of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All new TA3's to complete emergency at work first aid training within the Autumn term.

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).

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.

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager annually.
At every review, the policy will be approved by the Headteacher and Governing Board.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Asthma Policy
- Medicines in School Policy
- Safeguarding Policy

Appendix 1: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Paediatric first aid	Diane Hallworth	01.12.2023	Nov 2026
Paediatric first aid	Julia Raine	03.03.2023	Feb 2026
Paediatric first aid	Kennedy Lord	10.10.2023	Oct 2026
Paediatric first aid	Maisie Nuttall	01.12.2023	Nov 2026
Emergency first aid at work	Max Cumbes	08.03.2023	Feb 2026
Emergency first aid at work	Charlie Mynes	08.03.2023	Feb 2026
Emergency first aid at work	Ellen Connell	22.03.2023	Mar 2026
Emergency first aid at work	Adam Payne	22.03.2023	Mar 2026
Emergency first aid at work	Donella Machin	22.03.2023	Mar 2026
Emergency first aid at work	Callum Tipping	12.10.2023	Oct 2026
Emergency first aid at work	Caitlin Bates	12.10.2023	Oct 2026
Emergency first aid at work	Sam Rawlinson	12.10.2023	Oct 2026
Emergency first aid at work	Rachel Hewitt	08.03.2023	Feb 2026
Emergency first aid at work	Beth O'Leary	12.10.2023	Oct 2026
Emergency first aid at work	Lindsey Smith	12.10.2023	Oct 2026