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St Mary's C of E Primary School



First Aid Policy

Committee responsible	Finance & Resources
Approval required by	FGB
Statutory or Recommended	Statutory
Frequency of review	3 years
Date approved	June 2023
Date of next review	June 2026
Display on website	yes
Link with other policies	Health & Safety Policy Supporting Children with Medical Needs Policy
Signed by the Chair of Governors:	Jack Foster
Signed by the Headteacher:	Emmeline Lawlor

St Mary's Primary School, Church Lane, Chessington, KT9 2DH

<https://www.stmaryschessington.co.uk>

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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The name of the school's appointed person is listed in appendix 1. 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

- Sending pupils home to recover, where necessary

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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Our school's appointed person and first aiders are listed in appendix 1. Their names will be displayed prominently around the school.

3.2 The governing body

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

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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 accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- 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 scene until help arrives. Emergency services will only be called after consultation with HT
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider or appointed person 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 or appointed person will recommend next steps to the parents
- If emergency services are called, the appointed person will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to access, and is able to access, qualified first aid support.

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any necessary medication
- Parents' contact details are taken on residential visits only.

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises and this includes the provision of first aid. The determination of the appropriate requirements should consider:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity;

- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving any children in Nursery or Reception, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet with general first aid advice
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception, KS1 and KS2 lunch packs
- Portable P.E. First Aid kit
- Portable First Aid kits for school trips are stored in the office.
- The school kitchen

Additional first aid supplies are kept in the school office.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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, including all of the information included in the accident form at appendix 2
- Records held in the first aid and accident book 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 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 will report these to the RBK's Occupational Health, Safety and Welfare Unit via their online portal, who will report these to the Health and Safety Executive on the School's behalf, immediately or as soon as is reasonably practicable.

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
- 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>

6.3 Notifying parents

The appointed person or class teacher 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 head teacher 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 head teacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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 3).

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

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed every 3 years. At every review, the policy will be approved by the finance and resources committee/full governing body.

Appendix 1: list of appointed person for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Siobhan Dunne	Appointed Person First Aid at Work	School Office
Siobhan Dunne Emmeline Lawlor Clare Quinn Russell Watkinson	Paediatric First Aid	School Office Headteacher Deputy Headteacher PE coach

Appendix 2: accident report form

Royal Borough Kingston Incident Form

To be completed by the Injured Person or a Responsible Person

Surname	First Name	Date of Birth
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Place of work/ School	Job Title
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Please tick the most appropriate

Staff Member	Service User	Visitor	Pupil
<input style="width: 95%;" type="checkbox"/>	<input style="width: 95%;" type="checkbox"/>	<input style="width: 95%;" type="checkbox"/>	<input style="width: 95%;" type="checkbox"/>

Staff Members please indicate your DCG

Chief Executive	<input style="width: 95%;" type="checkbox"/>	Finance	<input style="width: 95%;" type="checkbox"/>
Learning & Children's Services	<input style="width: 95%;" type="checkbox"/>	School	<input style="width: 95%;" type="checkbox"/>
Customer Contact Centre	<input style="width: 95%;" type="checkbox"/>	Adult Social Care	<input style="width: 95%;" type="checkbox"/>
		Place & Regeneration and Environment	<input style="width: 95%;" type="checkbox"/>

Home Address & Telephone Number

Date of Incident	Time	Location
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Part Injured	Type of Injury	Cause of Incident
Finger/ Thumb	Cut	Challenging Behaviour
Hand	Graze/ Bruise	Slip/ Trip/ Fall
Arm	Fracture	Strike by Moving Object
Head	Dislocation	Moving/ Lifting
Eye	Burn/ Scald	Collision
Neck	Burn/ Chemical	Machinery/ Equipment
Chest	Crushing	Hand Power Tools
Back	Puncture/ Bite	Chemicals
Leg/ Ankle	Strain/ Sprain	Electricity
Foot	Loss of Consciousness	Fire
No Apparent Injury	No Apparent Injury	Sport
Other	Other	Other

Describe the events leading up to & resulting in the injury. What caused the incident?

To be completed by the Line Manager/ Head Teacher

Name **Date Informed**

Did the member of staff require time away from work? **YES/NO**

Number of days off required

If the member of staff required more than three days absence from work or they sustained a Major Injury, (see H&S Handbook guidance notes) this should be reported to the Occupational Health, Safety & Wellbeing Unit immediately.

Telephone: 020 8547 5189 Fax: 020 8547 5186 Email: Tamara.Clare@RBK.Kingston.gov.uk

Action Taken

First Aid Given **Sent directly to hospital/ medical attention**

Ambulance called **Sent home**

Follow-up/ preventative action taken/ required

Signature **Date**

**THIS FORM SHOULD BE RETURNED TO THE OCCUPATIONAL HEALTH, SAFETY & WELLBEING UNIT,
3RD FLOOR GUILDHALL**

For further information please refer to the Health & Safety Handbook

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work	Siobhan Dunne Suzie Campos	May 2022 Oct 2023	May 2025 Oct 2026
Paediatric First Aid	Siobhan Dunne Emmeline Lawlor Clare Quinn Maria Fouracre Katie Lewis Clare King Suzie Campos	May 2022 October 2023	May 2025 October 2026
Anaphylaxis Training	All staff	April 2022	
First Aid Essentials	Support Staff	June 2023	June 2026