



First Aid in Academies Policy

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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 incident and recording and reporting the outcomes
- Ensure appropriate first aid provision is available at all times, both on-site and during off-site activities

2. Legislation and guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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
- The 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 appointed persons are Mel Hindley and Nanette Broadway. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Conducting termly checks of all first aid kit locations to ensure they are adequately stocked
- Making sure that an ambulance or other professional medical help is summoned when appropriate
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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
- Being aware of pupils with specific medical conditions as outlined in individual healthcare plans
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names are also displayed prominently around the school site, including in the main office, staff room, and each classroom.

First aid needs assessment:

Based on our first aid needs assessment, which takes into account our school size (132 pupils aged 3-7), layout, and specific risks, we aim to have:

- At least 2 qualified first aiders available during school hours
- At least 3 staff members with current paediatric first aid (PFA) certificates on the premises at all times
- At least 1 first aider per 20 pupils during off-site visits
- Sufficient cover arrangements during staff absences, holidays, and training days
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3.2 The Local Governing Body

The Local Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing board is responsible for:

- Ensuring the school has adequate first aid provision
- Reviewing this policy annually as part of their health and safety responsibilities

3.3 The Headteacher

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

- Making sure that an appropriate number of trained first aiders are present in the school at all times, in line with our first aid needs assessment
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring that consent for first aid treatment is obtained from parents/carers during the admissions process

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they witness or attend to
- Informing the headteacher or School Business Manager of any specific health conditions or first aid needs
- Being aware of pupils with medical conditions and individual healthcare plans
- Summoning a qualified first aider immediately in the event of a serious injury or medical emergency

4. First aid procedures

4.1 Consent for first aid

Parents/carers are asked to provide consent for their child to receive first aid treatment during the admissions process. This consent is recorded on the pupil's medical information form.

In emergency situations where consent has not been obtained, or where parents/carers cannot be contacted, staff will act in the child's best interests and provide first aid treatment and/or seek emergency medical assistance as necessary. The welfare of the child is paramount.

If a parent/carer has specifically withheld consent for first aid treatment (except in emergencies), this will be clearly recorded on the pupil's file and communicated to all staff. In such cases, parents/carers will be contacted immediately in the event of any injury or illness.

4.2 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, the Office Administrator/Manager will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the Office Administrator/Manager will contact parents/carers immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- For minor injuries (e.g., small cuts, grazes, bumps), parents/carers will be informed via a note sent home with the child, or verbally at pick-up time

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Pupils with specific medical conditions:

Staff must be aware of pupils with specific medical conditions as outlined in individual healthcare plans. First aiders receive training on common conditions affecting pupils at our school, including:

- Asthma
- Severe allergies (including anaphylaxis)
- Diabetes
- Epilepsy

Individual healthcare plans are stored securely in the medical room and staff room, and all staff are made aware of pupils with specific medical needs during staff meetings and induction.

4.3 Off-site procedures

When taking pupils off the school premises, staff will make sure that 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
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils, including copies of relevant healthcare plans
- Parents/carers' contact details
- Any medication required for pupils with specific medical conditions (e.g., inhalers, EpiPens)

Risk assessments will be completed by at least one member of staff that will be participating in the educational visit prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.2 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS). For trips involving more than 20 pupils, an additional first aider will accompany the group.

5. First aid equipment

No medication is kept in first aid kits. Medication for pupils with specific medical conditions is stored separately in accordance with our Policy on Supporting Pupils with Medical Conditions.

First aid kits are stored in the following locations:

- Main office
- Medical room
- Each classroom
- Staff room
- School hall
- Dining room

A list of all first aid kit locations is displayed in the main office and staff room and is reviewed termly by the appointed persons to ensure all kits are adequately stocked and in date.

Each first aid kit contains, at minimum:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves
- Individually wrapped moist cleansing wipes

The appointed persons check all first aid kits termly and replenish items as needed.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form 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 will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- Completed accident forms will be stored securely in the main office and reviewed by the Office Manager on a monthly basis to identify any patterns, trends, or areas for improvement
- 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 Office Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of

the incident). In this case, the Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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/carers

The Early Years Lead/Office Manager/Office Administrator will inform parents/carers 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.

For minor injuries (e.g., small cuts, grazes, bumps), parents/carers will be informed via a note sent home with the child, or verbally at pick-up time.

For more significant injuries, or where a pupil has received treatment from a first aider, parents/carers will be contacted by telephone.

Parents/carers will also be informed immediately if emergency services are called.

7. Training

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 will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

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.

At all times, at least 3 staff members will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

We maintain a register of all PFA-trained staff (see appendix 3) and ensure sufficient cover during staff absences, holidays, and off-site visits.

Training content:

First aid training includes, but is not limited to:

- How to assess an incident and prioritise treatment
- CPR and use of a defibrillator
- Treatment of common injuries (cuts, burns, fractures, etc.)
- Recognition and treatment of medical emergencies (asthma attacks, allergic reactions, seizures, etc.)
- Recording and reporting procedures

All first aiders also receive training on common medical conditions affecting pupils at our school, including asthma, severe allergies, diabetes, and epilepsy.

8. Communication

First aid procedures and the names of trained first aiders are communicated to:

Staff:

- During induction for new staff
- Through termly staff meetings
- Via notice boards in the main office, staff room, and each classroom

Pupils:

- Through age-appropriate assemblies and PSHE lessons
- Via posters displayed around the school showing where first aiders can be found

Parents/carers:

- Via the school website
- In the school welcome pack/prospectus
- Through the school newsletter at the start of each academic year
- During new parent induction meetings

The location of first aid kits and the identity of first aiders is clearly communicated and regularly updated.

9. Monitoring arrangements

This policy will be monitored by the Office Manager and reviewed by the Headteacher annually. At every review, the policy will be approved by the Local Governing Board.

Appendices will be reviewed and updated termly by the Office Manager to ensure accuracy.

This includes:

- Appendix 1: List of trained first aiders
- Appendix 2: Accident report form template
- Appendix 3: First aid training register

The Office Manager will also:

- Review accident records monthly to identify patterns or trends
- Conduct an annual first aid needs assessment to ensure provision remains appropriate
- Report any significant incidents or trends to the Headteacher and Local Governing Body.

10. 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
- Allergy Safety Policy
- Safeguarding and child protection policy
- Educational visits policy