

Version	Date	Updated by
1.0	13-09-23	Julia Whitesides

## First Aid Policy

### Related Policies

- Health and safety
- Supporting children with medical conditions
- SEND including EHCP
- Safeguarding & Child Protection
- Intimate care
- Critical Incident Policy
- Educational visits

### Introduction

The First Aid policy supports that we treat every child with respect and dignity, create a safe environment for all pupils and staff and take a holistic approach to health care. The first aid policy has been put together in line with DfE guidance: First Aid in Schools and Health and Safety in School.

### Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff 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

### 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

This policy complies with our funding agreement and articles of association.

### Roles and responsibilities

*Silver Linings School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils feel safe and fulfil their personal emotional and academic potential.*

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Employers must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person should hold a full first aid at work qualification.

Below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

**Appointed person(s) and first aiders**

The school's appointed person(s) 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 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

Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Keeping their contact details up to date

The School's appointed person(s) and/or first aiders will be displayed prominently around the school.

**The Proprietor**

The Proprietor 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 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 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

**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 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.

**First Aid Procedures**

**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

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treatment

- The situation should be swiftly assessed and if considered serious the injured person should not be moved.
- 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. If not treat the injury with first aid as necessary.
- 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 relevant member of staff 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

**Off-site procedures**

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

- A school mobile phone (if not available personal mobiles are permitted)
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents’ contact details

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

It is considered good practice for a first aider with a current first aid certificate to be present whilst travelling off site with pupils. It is essential that a first aider with a First Aid at Work qualification is available on any site where the activity is taking place.

**First AID Equipment**

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- 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: **Appendix 1**

**Record keeping and reporting**

An accident form **Appendix 2** 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.

The accident information should then be placed in the child's school file all accidents **must** be reported to parents on the day of occurrence.

Accurate recording is vital, as information will:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;

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- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

### **Reporting to HSE**

The relevant member of staff 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 relevant member of staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. The School should inform the Head teacher immediately and an investigation carried out if necessary. **Appendix 3**

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 accidental release of a biological agent likely to cause severe human illness
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- 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>

### **Informing parents/carers**

The child's key adult member 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. Parents must be informed of any reported head injuries (even if these do not present as serious at the time)

### **Information on children**

All staff will be made aware of which children have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the pupil is.

### **Safeguarding/Child Protection**

The trained First Aider may treat an injured pupil and have safeguarding concerns. Injuries relating to

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safeguarding issues will be treated immediately, and the Designated Safeguarding Lead will be informed immediately. In these circumstances, all staff must follow the school's Child Protection Policy.

### **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.

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. All schools will use their best endeavours and ensure a PFA trained first aider is on-site.

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## Appendix 1

**First Aid boxes/bags can be located in the following areas:**

First Aid Room
Kitchen
Staff room
Travel kits in first aid room for off site
Each vehicle used

## Appendix 2

### Silver Linings School – Accident Form

Name of child:		D.O.B:	
Date of accident			
Time of accident:		Location of accident:	
<b>Particulars of accident, including preceding events, injuries sustained, reaction of</b>			
First aid offered to young person (please circle):			Y / N
Further medical attention sought (please circle):			Y / N
If yes details of medical attention:			
Signature of Staff member completing form:			
<b>Further Action Taken - Dates</b>			
Significant Incident form completed?	Y/N	Emergency services called:	Y/N
Parent/carer notified:	Y/N who?		
Social worker informed:	Y/N N/A		

## Silver Linings School – Accident Form-Adult

<b>Name of injured:</b>		<b>D.O.B:</b>	
<b>Date of accident</b>			
<b>Time of accident:</b>		<b>Location of accident:</b>	
<b>Particulars of accident, including preceding events, injuries sustained, reaction of</b>			
Further medical attention sought (please circle):			<b>Y / N</b>
If yes details of medical attention:			
Signature of Staff member completing form:			
<b>Further Action Taken - Dates</b>			
Significant Incident form completed?	Y/N	Emergency services called:	Y/N



## Appendix 3

### Accident/Near Miss Investigation Form

Reason for report: (please tick)	Accident:	Incident/Near miss:	RIDDOR:
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Investigation date:.....

Investigation undertaken by:.....

Date and time of accident/near miss:.....

Person(s) involved in the accident/near miss:.....

Type of accident/near miss:.....

Description of accident/near miss, including location:

.....

.....

.....

.....

.....

#### Risk Assessments

Were appropriate risk assessments in place? **Yes/No**

Do the risk assessments need to be reviewed? **Yes/No**

Comment:.....

#### Equipment

Was the equipment suitable for the task? **Yes/No**

Was the equipment well maintained? **Yes/No**

Any faults identified? **Yes/No**

Comment:.....

**Environment**

Did the environment contribute to the accident/near miss? **Yes/No**

**Comment:**.....

**Notification**

Has the Headteacher been informed? **Yes/No**

Has the parent/carer notified? **Yes/No**

Has the social worker been notified? **Yes/No/N/A**

Has this incident resulted in a RIDDOR? **Yes/No**

**Action:**

**Outcome:**

**Signed:**.....

**Role:**.....

**Date:**.....