

St Anne's Infants' School

# First Aid Policy



## 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

- [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 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 a 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

## 3. Roles and Responsibilities

### 3.1 Appointed person(s) and first aiders (See 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/cupboards, and replenishing the contents prior to running out
- 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 children home to recover, where necessary
- Completing an accident report on the school's management information system (SchoolPod) on the same day, prior to the child finishing the school day
- Informing parents (see section 6.3)

Our school's first aiders are listed in Appendix 1; their names are also displayed in classrooms and offices.

### 3.2 The governing body

The governing body has the 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

### 3.4 The headteacher

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

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring the 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 staff undertake, risk assessments as appropriate, and that appropriate measures are put into place
- Ensuring that adequate space is available for catering to the medical needs of the pupils
- Reporting specified incidents to the HSE when necessary

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Completing accident reports for all incidents they attend where first aid has been provided and a first aider is not present/close
- Informing the headteacher (or line manager) of any specific health conditions or first aid needs

## 4 First aid procedures

In the event of an incident 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. Recommendations should be recorded on the school's accident log.
- If emergency services are called, the first aider or the school office, will contact parents immediately
- The first aider will complete an accident report following an incident resulting in injury, providing an accurate description of the incident (if known), injury and first aid administered
- The first aider will inform parents (**see section 6.3**).

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none"><li>• Grazes</li><li>• Minor bumps to head</li></ul>	<ul style="list-style-type: none"><li>• Details logged on Bromcom</li><li>• Treated in the playground / Office</li><li>• Notification sent to parents</li></ul>	As soon after the incident as possible; same

		<ul style="list-style-type: none"> <li>• Headbump wrist band applied (See Section 6.3)</li> </ul>	day
Possibly requiring medical / dental treatment	<ul style="list-style-type: none"> <li>• Severe cuts/laceration</li> <li>• Impact injury (bang or blow) to the head (the head is defined as whole head &amp; face)</li> </ul>	<ul style="list-style-type: none"> <li>• Call parents to inform that pupil has had a blow to the head</li> <li>• Details logged by first aider on Bromcom</li> </ul>	
Severe	<ul style="list-style-type: none"> <li>• Major injuries e.g. broken bones</li> <li>• Loss of limbs</li> <li>• Accident resulting in over 7 day injury</li> <li>• Where injury party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury)</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged</li> <li>• Reported to Delegated Services H&amp;S under RIDDOR</li> </ul>	

### Minor first aid

First aiders will administer to small cuts and bruises that are the normal occurrence in a school day. First Aid equipment is kept in the first aid cupboard opposite the main school office and supplies are regularly monitored. Cuts are cleaned using, saline wipes or running water and if needed, plasters are administered. Gloves are worn by staff when dealing with blood and bodily fluids.

Ice packs are kept re-frigerated in the school office/staffroom and can be used to reduce the swelling for bumps and suspected strains and sprains - a cold compress will be used for head injuries. If ice packs are used then, dependent on the type of pack, these maybe first wrapped in a paper towel or similar, to prevent direct contact with the skin. Providing a child with a wet tissue to administer to their injury, is considered first aid and the school's reporting procedures should be followed.

### 4.2 Off-Site Visits

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

- A mobile phone
- A portable first aid kit
- Information about the specific needs of pupils
- Medication prescribed for individual children
- Access to parent's contact details

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

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. It is the responsibility of the teacher in charge to take a first aid box with them on the visit, and to ensure a first aider is available to accompany the trip.

A designated member of staff will carry any medication needed by individuals in the class; medicines will be administered by a member of staff with administration of medication training. **An emergency inhaler will also be carried in case of any out of date or empty inhalers.**

## 5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety Pins
- Disposable gloves
- Saline wipes
- Plasters of assorted sizes
- Scissors
- Cold Compress
- Burns dressing

No medication is kept in first aid kits; kits are stored in the school office.

## **6. Record Keeping**

### **6.1 First aid and accident reporting**

- First aid and accidents are logged on the school's management information system, Bromcom, by the first aider on the same day of an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information requested on Bromcom.
- Staff / visitor first aid and accidents are logged in the Accident Report Book (kept in the school office)
- In cases where pastoral care has been provided and first aid has not been administered, accidents are not logged.
- In cases where first aid has been declined by the child, parents should be informed of the accident noting the child's refusal for first aid to be administered

### **6.2 Reporting to Delegated Services.**

SLT will inform Delegated Services of any accidents which result in reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation) regulations 4, 5, 6 and 7)

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 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 explosion

### **6.3 Notifying parents**

The first aider / class teacher or office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment administered, on the day of the incident.

For minor injuries the first aider will send a notification to parents informing them of the injury and the first aid administered.

For head bumps, the first aider will send notification parents, informing them of the injury and the first aid administered. A wristband with the name of the child, date and time of accident written on it, will be attached to the child's wrist, to ensure all staff are aware of the incident and can monitor the child throughout the day. The wristband acts as an alert to parents and should be replaced if a child removes it from their wrist prior to going home.

If the child shows any signs of being unwell that may be related to the head bump we will contact the parent immediately.

**In the event of a more serious head injury, the school will phone the parent to inform them and to agree the next steps to be taken.**

If a child has two head bumps in the same day, the parent will be telephoned. The parent can then decide upon the course of action they would like to be taken.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident or injury to, or the 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.

## **7. Training**

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider. All 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)

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

At all times, at least 1 member of staff 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.

## **8. Medical Information**

All-important medical information is provided for class teachers and kept in classrooms. It is also

recorded electronically on the SchoolPod system that can be accessed by all members of staff as necessary.

Records about those children with particular medical conditions or allergies are kept in the child's file held in the office. This information is also stored on the electronic system.

All emergency phone numbers are accessible on the SchoolPod system and child's paper file kept in the office.

Medicines for individual children are kept in a medicine box, clearly labelled and out of reach of children within the classroom or designated rooms used for breakfast and after school clubs. Only trained members of staff are able to administer medication to children – see Admin of Meds policy. Where possible, two staff should be present when giving medicines.

Food allergies are listed in each relevant child's register so that the teacher is aware. All children with allergies are recorded on the electronic system which is accessible to all members of staff. The school meals provider is notified of all children with food allergies and is responsible for informing all kitchen staff. The lunch staff Line Manager and class teachers are responsible for notifying SMSA and other staff of any food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children. Due to data protection laws this information should be discreetly displayed but visible to ensure the safeguarding of the child.

St Anne's Infants' School will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

The school is responsible for ensuring children receive the care they need and those that are required to work with children with particular and specific medical conditions will receive adequate training. However, staff not directly employed or contracted to provide such care do not have to administer care under their existing contracts.

The electronic Bromcom system will be used to review incidents and reports will be generated on a termly basis, which will inform current and future practices.

## **8. Monitoring arrangements**

This policy will be reviewed annually

Links with other policies:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on supporting pupils with medical conditions
- Infectious diseases policy
- Administration of Medication Policy
- Manual Handling Policy
- Safeguarding and Child Protection Policies

This policy has been written with due regard to our obligations under the public sector equality duty.

Date of Review January 2025 By Rae Fillingham

Next Review: January 2026

## Appendix 1:

### Paediatric First Aiders:

Name	Certification expires	EYFS
Cathy Warne	30 <sup>th</sup> March 2025	*
Ems Robertson	3 <sup>rd</sup> June 2027	*
Jo Harvey	3 <sup>rd</sup> June 2027	*
Teri Pearce	3 <sup>rd</sup> June 2027	*
Jess Foster	15 <sup>th</sup> May 2027	*
Marisa Sueiro	January 2026	*
Emily Reardon	October 2025	*
Jen Owen	September 2026	
Ginny Knapton	3 <sup>rd</sup> June 2027	
Matt Fozzard	3 <sup>rd</sup> June 2027	
Chris Warren	June 2025	
Christina Burfitt	June 2025	
Abi Brown	3 <sup>rd</sup> June 2027	
Lindsay Drew	3 <sup>rd</sup> June 2027	
Jackie Pritchard	June 2025	
Sarah Williams	June 2025	
Rae Fillingham	3 <sup>rd</sup> June 2027	
Donna Davey	3 <sup>rd</sup> June 2027	
Maryam Yusuf Abdi	3 <sup>rd</sup> June 2027	
Sarah Simpson	3 <sup>rd</sup> June 2027	
Liz Brown	September 2026	

### First Aid at work:

Doug Radcliffe	February 2026
Christina Burfitt	March 2026

### Administrators of medication:

Jo Harvey
Jess Foster
Marisa Sueiro
Jackie Pritchard
Christina Burfitt
Chris Warren
Rae Fillingham
Jen Owen