

**Author: SR (based on model policy from The Key)**

**Date ratified by the Trust Board: May 2018**

**Date for review: May 2020**

**Publish on Trust website: Yes**

**Publish on Academy websites: Yes**

**Signed:**



**Chair of Directors**

**POLICY NAME: First Aid Policy**

**First Aid Policy**

**Rattlesden Primary Academy**

**Contents**

1. Aims 3
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. First aid procedures 5
5. First aid equipment 5
6. Record-keeping and reporting 6
7. Training 7
8. Monitoring arrangements 8
9. Links with other policies 8

Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders] 9

Appendix 2: accident report form 10

Appendix 3: first aid training log 11

Appendix 4: first aid risk assessments………………………………………………………… 12

# Aims

The aims of this policy are to:

* ensure the health and safety of all staff, pupils and visitors;
* ensure that staff, governors and directors 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf), advice from the Department for Education on [first aid in schools](https://www.gov.uk/government/publications/first-aid-in-schools) and [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), 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](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), 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](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The Education (Independent School Standards) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made), 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.

**3. Roles and responsibilities**

**3.1 Appointed person(s) and first aider**

**Rattlesden** Primary Academy’s appointed staff are Cheryl Preston, Tasha Leonard, Emma Raison and Jenny Mills 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
* 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)
* Keeping their contact details up to date.

It is a requirement for all Early Years classes/settings to ensure that first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

**3.2 The Trust Board and Local Governing Bodies**

The **Trust Board** has ultimate responsibility for health and safety matters in each academy, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The **Local Governing Body** of each academy is responsible for monitoring compliance with this policy.

**3.3 The Headteacher**

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

* Ensuring that an appropriate number of trained first aid personnel are present in the academy 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).

**3.4 Staff**

Academy 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.

# 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.
* 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, admin staff will contact parents immediately
* The first aider or 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. A copy must be given to the appointed person as well as copies retained in the accident file.
  1. **Off-site procedures**

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

* A school mobile phone
* A portable first aid kit
* Information about the specific medical needs of pupils
* Parents’ contact details.

Risk assessments will be completed by the teacher in charge and the educational visits coordinatorprior to any educational visit that necessitates taking pupils off school premises. These must be agreed by the headteacher.

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, and at least one first aider on school trips not covered by this guidance (ie KS1 and 2 pupils).

# First aid equipment

A typical first aid kit 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
* 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 disabled toilet*

# 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
* A copy of the accident report form will also be added to the pupil’s educational record by the headteacher and admin staff
* Records held in the first aid and accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then disposed securely.
  1. **Reporting to the HSE**

The 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 Headteacher 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.

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 headteacher 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. This may be by phone contact or by letter (for non-emergency accidents/incidents where the child makes a quick recovery).

**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 will also notify Suffolk Safeguarding Children Board of any serious accident or injury to, or the death of, a pupil while in the school’s care.

1. **Training**

Training is open to all academy staff.

All named first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Each academy will keep a register of all trained first aiders, what training they have received and when this is due for renewal (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid – admin staff in each academy are responsible for keeping lists up-to-date and informing senior staff when training updates are required.

At all times, at least 1 staff member (2/3 recommended) 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 by the Health, Safety and Premises Committee on behalf of the Trust Board every two years.

# 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.

# Appendix 1: List of trained first aiders for

# Rattlesden Primary Academy

|  |  |  |
| --- | --- | --- |
| Staff member’s name | Role | Contact details |
| Cheryl Preston | TA/MDSA | 01449 736335 |
| Natasha Leonard | TA | As above |
| Emma Raison | HLTA | As above |
| Jenny Mills | Class teacher | As above |
|  |  |  |
|  |  |  |

# Appendix 2: Accident Report Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of injured person |  | Role/class |  |
| Date and time of incident |  | Location of incident |  |
| Incident details | | | |
| *Describe in detail what happened, how it happened and what injuries the person incurred* | | | |
| Action taken | | | |
| *Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.* | | | |
| Follow-up action required | | | |
| *Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again* | | | |
| Name of person attending the incident |  | | |
| Signature |  | Date |  |

# 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) |
| *E.g. first aid* |  |  |  |
| *E.g. paediatric first aid* |  |  |  |
| *E.g. anaphylaxis* |  |  |  |
| *E.g diabetes* |  |  |  |
| *E.g epilepsy* |  |  |  |
|  |  |  |  |

**Appendix 4: First Aid Risk Assessment**

The local governing body and/or headteacher of each academy should review the academy’s first aid needs regularly to ensure the first aid provision is adequate. This should happen at least annually, and particularly after any changes.

When assessing first aid needs, the academy could consider factors such as:

* The size of the school and whether it is on split sites and/or levels
* The location of the school
* Any specific hazards or risks on site
* Specific needs or disabilities of pupils and staff, and the age range of pupils
* The number of first aid personnel required

This information can be found on pages 6-8 of first aid guidance published by the Department for Education and Employment, a predecessor of the Department for Education (DfE).

The advice is now published by the DfE on GOV.UK.

[First aid for schools, GOV.UK – DfE](https://www.gov.uk/government/publications/first-aid-in-schools)

Further guidance and sample risk assessments can be found on The Key by following the link below:

https://schoolleaders.thekeysupport.com/administration-and-management/risk/pupils-risk-assessments/sample-first-aid-risk-assessment/