

# First Aid Policy

## Busbridge Infant School

<b>Approved by:</b>	Children & Learning Committee on behalf of the Governing Body	<b>Date:</b> September 2020
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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

## 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

At least one person who has a current paediatric first aid certificate must be on the premises at all times. The school's paediatric first aider is Mandy Scully.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are Mandy Scully, Melanie Alexander, Becky Saunders and Georgie Treacy. 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

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

Our school's first aiders are listed in appendix 1. Their names will also 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 delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 3.3 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 (see section 6)

### 3.4 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. *While the school is following coronavirus social distancing procedures, first aid will be administered by the staff allocated to the "bubble" the child is in. Gloves will be worn then disposed of, along with any medical waste, into a plastic bag then in the clinical waste bins (yellow) situated in the school office at the end of the day. Thorough hand-washing, for at least 20 seconds, will follow any first aid provided.*
- Cuts are cleaned using antiseptic wipes and, if needed, plasters are available.
- Gloves are worn by staff when dealing with blood/bodily fluid.

- Ice packs are kept in a freezer dedicated for this purpose, located in the school office. These can be used to reduce bruising and swelling. Ice packs are always wrapped in a fabric bag to prevent contact with the skin. Each class will have 2 ice pack covers for their sole use.
- All medical waste is disposed of in a medical waste bin in the main office. Medical waste arising from outdoor injuries will be placed in nappy sack (or similar) found in each class' first aid kit and disposed of afterwards in the yellow medical waste bin in the office.
- A 'head bump' sticker will be given to any child who has bumped their head.
- The School Secretary will inform parents/carers by phone of injuries to the head or face, even if they are well enough to remain in school.
- 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, the School Secretary/School Administrator will contact parents immediately
- The first aider/relevant member of staff will make a record in the Busbridge Infant School Accident & Injury Report on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

When taking pupils off the school 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 lead teachers prior to any educational visit that necessitates taking pupils off school premises.

There will always be 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.

#### **4.3 Dealing with bodily fluids**

To protect yourself and others when dealing with blood and other bodily fluids (vomit, urine etc):

- Isolate the area
- Always use disposable gloves and aprons
- Sick bags are available from the school office
- Sawbust and bucket are available from the school office to soak up liquids
- Double bag all materials used and dispose in a medical waste bin
- Always wash hands after removing disposable gloves.

#### **4.4 Dealing with a suspected case of Coronavirus (ref *Guidance for Educational Settings available [here](#)*)**

The COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes. In addition to respiratory secretions, the virus has been detected in blood, faeces and urine.

- If anyone develops coronavirus (COVID-19) [symptoms](#) while in school, they will be sent home and advised to follow the [staying at home guidance](#).
- If a child is awaiting collection, they will be taken out of their class in order to reduce the risk of transmission, and sit outside the office (blue chairs) where they will be supervised by office staff. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In an emergency/if the child is seriously ill, the School Secretary will call 999.
- Any member of staff who has helped someone with coronavirus symptoms will wash their hands thoroughly for 20 seconds after any contact. They do not need to go home unless they develop symptoms. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

## 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
- 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 school office
- The school kitchens
- *During COVID19 social distancing rules, a basic first aid kit (comprising gloves, antiseptic wipes, plasters, regular and large bandages, and an Accident & Injury Record Sheet) will be stored safely in each classroom.*

## 6. Record-keeping and reporting

### 6.1 Busbridge Infant School Accident & Injury Report

- An accident will be logged in the school's Accident & Injury Report 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 Accident & Injury Report 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

Katherine Smith (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).

Katherine Smith (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>

The reporting and reviewing of incidents to SCC through *OSHENS* is mandatory for community and voluntary controlled schools. CFL accident reporting flow chart is available [here](#).

## 6.3 Notifying parents

The School Secretary/School Administrator 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 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 Local Education Officer 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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Children & Learning Committee on behalf of the Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Supporting Medical Conditions and Administration of Medicine 2019 (download [here](#))
- Protective Measures Risk Assessment May 2020 (download [here](#))

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

Staff member's name	Role
Mandy Scully	Paediatric First Aider
Becky Saunders	First Aider
Georgie Treacy	First Aider
Melanie Alexander	Paediatric First Aider



**Appendix 3: First Aid Training Log (maintained by the School Bursar)**

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			