

St. Nicholas Primary School First aid policy



Approved by:	Local Governing Body	Date:
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Last reviewed on:

Next review due by:	Spring 2024
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Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures.....	3
5. First aid equipment.....	5
6. Record-keeping and reporting.....	5
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of trained first aiders	8
Appendix 2: accident report form	Error! Bookmark not defined.
Appendix 3: first aid training log.....	9

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](#), 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
- [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.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person – Lynda Stephenson. She is 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 board

The governing board 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 Executive Head Teacher/ Head of School

The Executive Head Teacher/ Head of School is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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 is not called
- Informing the Head Teacher 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
- 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
- If emergency services are called, the First aid lead or Head of School will contact parents immediately
- The first aider will complete an accident report form using the Medical Tracker System on the same day or as soon as is reasonably practical after an incident resulting in an injury. This system will then send an email to parents/carers immediately informing them of the details of their child's accident. Bumps to the head will be recorded on the Medical Tracker system but will also be accompanied by a phone call home.
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A mobile phone
- A paper accident book (in the absence of the Medical Tracker system)
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - Contents list
 - 40 Elastoplasts
 - 1 Large sterile dressing
 - 1 Medium sterile dressing
 - 1 Triangular bandage – individually wrapped and preferably sterile
 - 2 Safety pins
 - 10 Alcohol-free moist cleansing wipes
 - 2 pairs of disposable gloves
 - 1 Resuscitation face shield
 - 1 Foil blanket
 - 1 Hydrogel burns dressing
 - 1 conforming bandage
 - 2 finger dressings
 - 2 eye pad sterile dressings
 - 1 Adhesive tape
 - 1 Eye wash
 - 1 Tough cut shears
 - 1 Pair of tweezers
- Information about the specific medical needs of pupils
- Parents' contact details

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

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.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- Contents list
- 8 Medium sterile dressings
- 2 Large sterile dressings
- 4 Triangular bandages
- 24 Safety pins
- 4 Eye pad sterile dressings
- 100 Elastoplasts
- 40 Saline cleansing wipes
- 1 Adhesive tape
- 6 pairs of gloves
- 4 Finger dressings
- 2 Resuscitation face shields
- 3 Emergency foil blankets
- 12 Eye wash pods
- 2 Hydrogel burn dressing
- 1 Tough cut shears
- 2 conforming bandages
- 1 Pair tweezers

No medication is kept in first aid kits.

First aid kits are available in:

- The medical room
- Reception office
- The school hall
- Foundation stage classroom
- Music room/ The hive
- All classrooms have their own travel kit

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident form will be completed using the Medical Tracker system, 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, as this information will be emailed to parents/carers by the Medical Tracker system.
- Records held in the first aid and accident records 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 School Business Manager – Cat Barwick/ First Aid Lead – Lynda Stephenson - 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 School Business Manager – Cat Barwick 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 School Business Manager – Cat Barwick 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 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)

<http://www.hse.gov.uk/riddor/report.htm>

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 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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head of School – Sarah Leaf and First Aid Lead – Lynda Stephenson every year,

At every review, the policy will be approved by the Executive Head Teacher – Sarah Waller and St. Nicholas Primary School Local Governing Body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- First Aid Provision Risk assessment
- Policy on supporting pupils with medical conditions
- Managing and Administering medicines Policy

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Lynda Stephenson	Office Manager	01482444215
Helen Job	ASA	01482444215
Valerie Fletcher	ASA	01482444215
Denise Foley	Breakfast club/ Class TA	01482444215
Paula Priestley	Breakfast club/ Class TA	01482444215
Sharon Counter	Afterschool club/ Class TA	01482444215
Stacey Nickolas	Afterschool club/ Class TA	01482444215
Nikki Ashman	Class TA	01482444215
Susie Precious	Class TA	01482444215

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 RENEWED (WHERE APPLICABLE)
First Aid	Mrs Precious	7 th May 2021	5 th June 2024
	Mrs Fletcher	5 th November 2021	20 th June 2024
	Mrs Ashman	18 th June 2021	26 th June 2024
	Mrs Stephenson	26 th June 2021	26 th June 2024
	Miss Priestley	5 th November 2021	18 th November 2024
	Miss Foley	8 th November 2022	13 th November 2025
Paediatric	Mrs Job	3 rd February 2021	2 nd February 2024
	Mrs Counter	5 th March 2021	4 th March 2024
	Miss Nicklas	16 th June 2022	15 th June 2025
Diabetic Training	Mrs Fletcher	25 th November 2020	
	Mr Jefferson	19 th October 2022	
	Mrs Counter	19 th October 2022	
	Miss Foley	16 th November 2022	
	Miss Nicklas	16 th November 2022	
Epi pen training/ Anaphylaxis	Mrs Stephenson	23 rd January 2023	
	Mrs Counter	23 rd January 2023	
	Mrs Precious	23 rd January 2023	
	Miss Nicklas	23 rd January 2023	
	Mrs Job	23 rd January 2023	
	Mrs Fletcher	23 rd January 2023	
	Miss Priestley	23 rd January 2023	
	Miss Foley	23 rd January 2023	
	Miss Dale	23 rd January 2023	
	Miss Buckley	23 rd January 2023	



ST NICHOLAS PRIMARY SCHOOL

MINOR ACCIDENT RECORD BOOK

PUPILS ONLY

PERIOD

Reportable Accidents and record keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

Reportable Accidents to pupils, Staff and Visitors

An accident that happens to a pupil, member of staff or visitor must be reported to the HSE on form F2508 if:

- If the person involved is killed or taken from site of the accident to hospital
- The accident arises out of or in connection with work
- Fatal and major injuries or dangerous occurrences must be notified to the HSE immediately and followed up in writing within 10 days on an F2508

How to decide whether an accident arises out of or in connection with work

The HSE should be informed if it relates to:

- Any curriculum activity, both on or off the premises (break & lunchtimes have different requirements when it comes to reportable accidents)
- The way a school activity has been organised and managed (e.g. the supervision of a school trip)
- Equipment, machinery or substances
- The design or condition of the premises

School Accident records

This record will include those accidents/incidents as above plus any first aid treatment given by any qualified first aiders. These should be recorded in your accident book. For any accidents/incidents that are reportable and/or when there may have been a fault with the workplace or if the injury is of a significant nature e.g. any accident/incident that has required first aid treatment i.e. laceration to the skin, nose bleeds, burn or scald, fracture/break to a bone or a head injury, then an additional Accident report form will be required and guidance from a member of staff trained in Accident reporting. This may require an investigation form and witness statements to be completed. All documentation must be electronically saved and also filed as a hard copy in the school Accident reporting file.

Information should include:-

- The date, time and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Actions taken following the accident/incident if appropriate
- Name and signature of the first aider that dealt with the incident.

Depending on the severity of the incident witness statements should be taken and kept with the records. Procedures should be in place for contacting the child's parents/carers as soon as possible. It is good practice to report all significant accidents to the parent by sending letters home with the child or telephoning the parent to make them aware.

[illegible]

[illegible]



ACCIDENT/INCIDENT INVESTIGATION FORM

Investigating Officer

**Investigation
Level**

Minima I	
Low	

Date of Investigation

Investigation information gathering

1	Where and when did the accident / incident happen?	Date:	<input type="text"/>	Time:	<input type="text"/>
	Location/address: <input type="text"/>				

2	Who was injured/suffered ill health or was otherwise involved with the accident / incident?				
	Name:	<input type="text"/>	Normal Occupation:	<input type="text"/>	
	Home Address:	<input type="text"/>	Status:	<input type="text"/>	
	School:	<input type="text"/>	Contact No.:	<input type="text"/>	

3	Type of Incident:	Fatality	<input type="checkbox"/>	Major	<input type="checkbox"/>	Minor	<input type="checkbox"/>
		Violence/Abuse	<input type="checkbox"/>	Occupational Disease	<input type="checkbox"/>	Damage	<input type="checkbox"/>
						Near Miss	<input type="checkbox"/>

4	How did the accident / incident happen? (Note any equipment involved)
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ACCIDENT/INCIDENT INVESTIGATION REPORT

ANALYSIS AND FURTHER ACTION

5 What activities were being carried out at the time?

6 Was there anything unusual or different about the working conditions?

7 Where there adequate safe working procedures and were they followed?

8 What injuries or ill health effects, if any, were caused?

9 If there was an injury, how did it occur and what caused it?

10 Was the risk known? If so, why wasn't it controlled? If not, why not?

11 Did the organisation and arrangement of the work influence the accident / incident?

12 Was maintenance and cleaning sufficient? If not, explain why not.

ACCIDENT/INCIDENT INVESTIGATION REPORT

ANALYSIS AND FURTHER ACTION

13 Were the people involved competent and suitable?

14 Did the workplace layout influence the accident / incident?

15 Did the nature or shape of the materials influence the accident / incident?

16 Did difficulties using the plant and equipment influence the accident / incident?

17 Was the safety equipment sufficient:?

18 Did other conditions influence the accident / incident?

ACCIDENT/INCIDENT INVESTIGATION REPORT

ANALYSIS AND FURTHER ACTION

19 What were the immediate, underlying and root causes?

Analysis

ACCIDENT/INCIDENT INVESTIGATION REPORT

ANALYSIS AND FURTHER ACTION

20 What risk control measures are needed / recommended?

1

2

3

4

5

6

21 Do similar risks exist elsewhere? If so, what and where?

22 Have similar accident / incidents happened before? Give details.

23 Which risk control measures should be implemented in the long and short term?

Control Measure	Completion Date	Person Responsible
1		
2		
3		
4		
5		

24 Which risk assessments and safe working procedures need to be reviewed and updated?

Name of risk assessment safe working procedure	Completion Date	Person Responsible
1		
2		
3		
4		
5		

ACCIDENT/INCIDENT INVESTIGATION REPORT

ANALYSIS AND FURTHER ACTION

25 Have the details of the accident / incident and the investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the accident / incident cost?

26 Signed on behalf of the investigation team

Name:

Signature:

27 Members of the investigation team

Name	Position

ANALYSIS AND FURTHER ACTION

- 28 The findings of this investigation need to be communicated to the following managers, union and employee safety representatives

Person	Signature	Date

- 29 Details of follow up with injured/affected person/s e.g. mental wellbeing, prognosis of any physical injury, actions following the incident including any revisions to procedure/risk assessment.