



Policy	
Date adopted	October 2021
Date reviewed	
Next review date	October 2022
Subject lead	Gillian Jennings
Governor/Committee <small>(where applicable)</small>	Health & Safety Committee

Our Vision:

Jesus said: 'I have come that they may have life and have it to the full.'

Promoting *life-long learning*

Developing *life-giving relationships*

Exploring *life-enhancing faith*

Inspiring *life-enriching aspiration*

FIRST AID POLICY

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

Maintained schools add:

[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

3.1 Appointed person(s) and first aiders

The school's appointed persons are Kerry Sleightholm and Mandy Simpson 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 (This role is overseen by Mandy Simpson)

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 appointed persons and or 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.

3.4 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)

3.5 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
- 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 office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Schools with Early Years Foundation Stage provision add:

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

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

- A 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 visit leader 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.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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 medical room
- The school hall
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

For minor bumps and grazes an accident form will be completed in the record book and the tear off slip given to parents. Full details should be completed

An accident form will be completed by the first aider on the same day or as soon as possible after a more serious injury and where medical attention was sought immediately from school

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 Business Manager.

Records held in the first aid and accident book 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 Business Manager 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 Business manager 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 scalding 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 office staff or classroom staff 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 Stoke Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

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).

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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Business manager every year.

At every review, the policy will be approved by the headteacher.

9. 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 appointed persons for paediatric first aid

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs Brunt	EYP	jbrunt@hanleystlukes.com
Mrs Mangan	EYP	kmangan@hanleystlukes.com
Miss Meakin	EYP	nmeakin@hanleystlukes.com
Mrs Lawton	EYP	mlawton@hanleystlukes.com

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Miss Scott	Lunchtime Supervisor	rscott@hanleystlukes.com
Mrs Mcmitchell	Lunchtime Supervisor	nmcmitchell@hanleystlukes.com
Mrs Kwiatkowska	Lunchtime Supervisor	ikwiatkowska@hanleystlukes.com
Ms Simpson	Senior Supervisor	asimpson@hanleystlukes.com
Mrs Dinnivan	Lunchtime Supervisor	edinnivan@hanleystlukes.com
Mrs Howell	Lunchtime Supervisor	khowell@hanleystlukes.com
Mrs Jones	Lunchtime Supervisor	kjones@hanleystlukes.com
Ms Crowder	Kitchen Staff	acrowder@hanleystlukes.com
Ms Presland	Kitchen Staff	cpresland@hanleystlukes.com
Mrs Thompson	Support Staff	jthompson@hanleystlukes.com
Mrs Cotton	Support Staff	scotton@hanleystlukes.com
Mrs Fern	Support Staff	jfern@hanleystlukes.com
Miss Sleightholm	Support Staff	ksleightholm@hanleystlukes.com
Mrs Lee	Support Staff	elee@hanleystlukes.com
Mrs Rushton	Support Staff	hrushton@hanleystlukes.com
Mrs Haynes	Support Staff	dhaynes@hanleystlukes.com
Ms Poole	Support Staff	kpoole@hanleystlukes.com
Mrs Jarvis	Support Staff	tharvis@hanleystlukes.com
Mrs Higham	Support Staff	jhigham@hanleystlukes.com
Ms Johns	Support Staff	tjohns@hanleystlukes.com
Mrs Adams	Support Staff	sadams@hanleystlukes.com
Miss Moore	Support Staff	kmoore@hanleystlukes.com
Miss Jennings	Support Staff	ejennings@hanleystlukes.com
Mrs Tatton	Support Staff	htatton@hanleystlukes.com
Mrs Pegg	Support Staff	dpegg@hanleystlukes.com
Mrs Wade	Support Staff	jwade@hanleystlukes.com
Mrs Emery	Support Staff	hemery@hanleystlukes.com
Mr Whitehouse	Teacher	rwhitehouse@hanleystlukes.com
Mrs Wilson	Teacher	ewilson@hanleystlukes.com

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Miss Ziemann	Teacher	kziemann@hanleystlukes.com

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	

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
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)
Paediatric first aid	Mrs Brunt	June 2019	June 2022
	Mrs Mangan	October 2020	October 2023
	Miss Meakin	July 2021	July 2024
	Mrs Lawton	September 2021	September 2024
	Miss Scott	June 2019	June 2022
	Mrs Mcmitchell	June 2019	June 2022
	Mrs Kwiatkowska	June 2019	June 2022
	Ms Simpson	July 2021	July 2024
	Mrs Dinnivan	July 2021	July 2024
	Mrs Howell	September 2021	September 2024
	Mrs Jones	September 2021	September 2024
	Ms Crowder	September 2021	September 2024
	Ms Presland	September 2021	September 2024
	Mrs Thompson	September 2021	September 2024
	Mrs Cotton	September 2021	September 2024
	Mrs Fern	September 2021	September 2024
	Miss Sleightholm	September 2021	September 2024
	Mrs Lee	September 2021	September 2024

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
	Mrs Rushton	September 2021	September 2024
	Mrs Haynes	September 2021	September 2024
	Ms Poole	September 2021	September 2024
	Mrs Jarvis	October 2021	October 2024
	Mrs Higham	October 2021	October 2024
	Ms Johns	June 2019	June 2022
	Mrs Adams	June 2019	June 2022
	Miss Moore	June 2019	June 2022
	Miss Jennings	June 2019	June 2022
	Mrs Tatton	June 2020	June 2023
	Mrs Pegg	May 2021	May 2024
	Mrs Wade	May 2021	May 2024
	Mrs Emery	July 2021	July 2024
	Mrs Wilson	June 2019	June 2022
	Miss Ziemann	Feb 2021	Feb 2024
	Miss Cartwright-Davies	Feb 2021	Feb2024