



HEBDEN GREEN COMMUNITY SCHOOL



First Aid Policy

Written by	Reviewed by	Ratified by	Ratified on	To be reviewed	Status
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Contents

1. Aims.....	1
2. Legislation and guidance	1
3. Roles and responsibilities	2
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 First Aiders	8
Appendix 2: accident report form	10

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 disapplication's 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
- 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 people can be found in 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, 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 appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed first aiders 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 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 Administrative team 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

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 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 adult 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.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: 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:

- Zones across school
- Shared areas
- Residential

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider 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 class teacher via cpoms
- 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 Head teacher 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 Head teacher 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 class teacher or the Deputy Head teacher for Primary 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 Head teacher 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 Head teacher will also notify CWAC 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.

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 Senior Leadership team every two years.

At every review, the policy will be approved by the Head teacher and full governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Caroline Morris	Emergency Aiders	Hebden Green: 01606 594221
Claire Tierney	First Aider	
Jo Guthrie	Emergency Aiders	
Julie Johnson	Emergency Aiders	
Karen Dickenson	Emergency Aiders	
Lisa McNamara	Emergency Aiders	
Louise Johnson	Emergency Aiders	
Natasha Hatton	Emergency Aiders	
Hayley Ashley	Emergency Aiders	
Jo Yates	Emergency Aiders	
Sue Evans	Emergency Aiders	
Karl Morgan	Emergency Aiders	
Karen Cornes	Emergency Aiders	
Debbie Buchan	Emergency Aiders	
Emma Council	Emergency Aiders	
Clair Barton	Emergency Aiders	
Louise Ashford-Williams	Emergency Aiders	
Faye Bye	Emergency Aiders	
Danielle Lamb	Emergency Aiders	

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Lesley Ellison	First Aiders	
Lesley Jackson	First Aiders/Paediatric	
Charlotte Kelsall	First Aiders	
Angela Spruce	First Aiders	
Michala Oakes	First Aiders	
Nick Hazelhurst	First Aiders	
Debra Simpson	First Aiders	
Ann Wiggins	Paediatric First Aid	
Caroline Morris	Paediatric First Aid	
Nicola Robinson	Paediatric First Aid	
Lisa McNamara	First Aider/Paediatric First Aid	
Michala Oakes	First Aider/Paediatric First Aid	
Danielle Lamb	First Aider	
Rebecca Stedman	First Aider/Paediatric First Aider	
Lee Walker	First Aider	

Appendix 2: accident report form



Accident/Incident

This form must be completed for all accidents, near misses (reportable diseases, dangerous occurrences) and physical/verbal assault at all premises under Council control or arising as a result of any operation undertaken by the Council as follows:

1 Details of injured person
sections are marked *

Mandatory

Title	Surname*:	Forename*:	Age/DOB*:	M <input type="checkbox"/> F <input type="checkbox"/>
Address:		Postcode:		
Contact Telephone Number				
Employees only : Status*: Please select person type and complete relevant boxes				
Council Employee:	<input type="checkbox"/>	Job title:		
Service:		Team:		
Non employees only : Status*: Please select person type and complete relevant boxes				
Contractor / Consultant	<input type="checkbox"/>	Agency Worker:	<input type="checkbox"/>	Member of the Public: <input type="checkbox"/>
Pupil /Young Person:	<input type="checkbox"/>	Service User/Client:	<input type="checkbox"/>	
Other (Please State):				

2 Accident/incident detail

Date*:	Time*:	
Location*: Inside <input type="checkbox"/> Outside <input type="checkbox"/>	Sub location*: e.g.	

		car park, sports hall, kitchen	
Weather Conditions		Light	Artificial <input type="checkbox"/> Bright <input type="checkbox"/> Dark <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Not known <input type="checkbox"/>
<p>Briefly describe incident and apparent cause, including events leading up to the incident, any equipment and PPE being used, assailant details etc. please continue on additional sheet if necessary: *</p> <p>(if other people involved, please list names and ages)</p>			
<p>Injury type and body area affected:</p>			
<p>What immediate action was taken to make the area safe/remove hazard (for example spillage cleared up and warning signs displayed)? If no action was taken at the time please state none *</p>			

3. Assailant detail – if a violent, aggressive or challenging behaviour incident:

Surname*:	Forename*:	Age/DOB*:	M <input type="checkbox"/> F <input type="checkbox"/>
Address:	Postcode:		
Description;			
Status*: Please select person type and complete relevant boxes			
Council Employee:	<input type="checkbox"/>	Job title:	Team:
Contractor / Consultant	<input type="checkbox"/>	Agency Worker:	<input type="checkbox"/>
Pupil /Young Person:	<input type="checkbox"/>	Service User/Client:	<input type="checkbox"/>
			Member of the Public: <input type="checkbox"/>

4. Additional information

Did the Injured Person become unconscious * Yes <input type="checkbox"/> No <input type="checkbox"/> or Need resuscitation * Yes <input type="checkbox"/> No <input type="checkbox"/> Was any First Aid treatment given? * Yes <input type="checkbox"/> No <input type="checkbox"/> If yes above, what treatment? *	
Was treatment carried out by a person competent to give first aid treatment? * Yes <input type="checkbox"/> No <input type="checkbox"/> Not	
Did the injured person go to hospital following the incident? * Y <input type="checkbox"/> N <input type="checkbox"/> If yes which one*: Was the injured person detained in hospital for more than 24 hours? Y <input type="checkbox"/> N <input type="checkbox"/> Not Known <input type="checkbox"/>	
If the injured person is an employee , did they return to work following the incident? * Y <input type="checkbox"/> N <input type="checkbox"/>	Total absence if known:
Were there any witnesses? * Yes <input type="checkbox"/> No <input type="checkbox"/> (please give names of witnesses and attach witness statements if available) 1. Contact number. 2. Contact number.	
What action has been taken to prevent re-occurrence? * E.G. Refresher training, staff briefing, procedural review.	
Additional / follow up information: Please give details of guarding systems or other safety features/ hazard controls in place before the incident and any obvious deficiencies. (Including what if any personal protective equipment was provided / worn, what training had been given).	

5. Follow Up Actions

What action has been taken by the manager to prevent re-occurrence of a similar incident?
Follow up Report

Was the injured person (IP) performing authorised activities? Y/N
Had the IP received information, instructions or training relevant to the activity? Y/N
If yes, list information, instructions or training received:
Is there a risk assessment for the task? Y/N
If No, has one been undertaken following the incident? Y/N
If Yes, has it been reviewed since this accident?
Was appropriate Personal Protective Equipment (PPE) being used? Y/N - N/A
Was appropriate equipment being used? Y/N - N/A
If equipment was being used/involved please state below the equipment type e.g. bin wagon, leaf blower, hoist etc, the make and model and the asset number of fleet number .

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Form completed by

Signed:

Date:

To be completed by Health and Safety Team

Inputted by:		Job Title	Date:
PRIME REF:		Documents scanned & attached? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	