



# Sunnyhill Primary School

## First Aid Policy

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

### **AIMS**

- 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

### **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

### **ROLES AND RESPONSIBILITIES**

#### **1. Appointed person and first aiders**

The school's appointed person is Zohra Ahbut and Monika Koch. They are responsible for:

- taking charge when someone is injured or becomes ill
- informing SLT when an ambulance or other professional medical help is called when appropriate



- ensuring that there is an adequate supply of medical materials in the first aid stock cupboard, distribution of supplies to the designated first aid points and replenishing of first aid bags taken for out of school activities/trips/visits.

First Aiders are trained and qualified to carry out the role 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 a first aid form/an accident report on the same day, or as soon as is reasonably practicable, after an incident. These forms are available from the school office

If a decision is made to call an ambulance, most senior member of staff on site will contact emergency services following the Ambulance Request Procedures.

## **2. The Local Authority and Governing Body**

Lambeth has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The Governing Body delegates operational matters and day to day tasks to the Head Teacher and staff members.

## **3. The Head Teacher**

The Head Teacher 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

## **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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

All staff are expected to do all they can to secure the welfare of the pupils attending the school. Staff is provided with first aid training approved by the HSE which must be updated every three years.



At least 1 person who has a current paediatric first aid (PFA) certificate will be on the premises at all times in the Early Years Foundation Stage provision.

## **FIRST AID PROCEDURES**

### **1. In-School procedures**

Children reporting to First Aid will receive first aid treatment as deemed appropriate by the member of school staff. A First Aid/Accident & Illness Form must be completed stating the date, time and place of incident, the name and class of the injured or ill person, details of the injury/illness and what treatment was given. Copy of completed First Aid forms for all injuries other than head injuries will be sent home. Parents/carers in the Early Years will be informed of accident at pick up time. All head injuries forms need to be brought to the office by 2.45pm so that parents/carers can be informed. If contact with parent/carer has not been successful, a text message will be sent. After 2.45pm, teacher will inform the parent/carer at collection time. Parents/carers do not need to be contacted for other injuries unless the First Aider feels the injury is serious enough. If a child is injured deliberately by another child, a behaviour form needs to be completed with details of the incident on the back.

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, who will provide the required first aid treatment.
- The first aider, 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/carers will be contacted and asked to collect their child.
- Serious injuries/severe medical conditions will require a 999 call for an ambulance and this telephone call will take first priority. The person calling the ambulance must have all the information available to give the emergency services. The office staff will contact parents/carers immediately. If a pupil needs to be taken to a hospital, staff will accompany the pupil to hospital by ambulance in the absence of parent/carer.
- The first aider will complete a first aid, accident & illness form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Accidents of a more serious nature (serious injuries such as broken limbs) must also be recorded on the Corporate Accident/Incident/Ill Health/First Aid Record Form and reported promptly to the Occupational Health & Safety Team [CorpHealthandSafety@lambeth.gov.uk](mailto:CorpHealthandSafety@lambeth.gov.uk).
- Adult/Visitors/Contractor H&S incidents/accidents, near-misses or incidents which result in minor injury should also be reported to the Occupational Health & Safety Team [CorpHealthandSafety@lambeth.gov.uk](mailto:CorpHealthandSafety@lambeth.gov.uk).
- These incidents will be investigated by the Head Teacher, as appropriate and, where necessary, risk assessments will be reviewed.
- All reportable accidents are then reported to the Governing Body.

**ALL HEAD INJURIES MUST BE REPORTED TO THE SCHOOL OFFICE. THE OFFICE STAFF WILL CONTACT PARENTS/CARERS ON RECEIPT OF THE COMPLETED 'FIRST AID, ACCIDENT & ILLNESS' FORM.**



## 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

Risk assessments will be completed by the trip leader for the specific trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits. It is the responsibility of the trip leader/class teacher to ensure that any individual child specific medication, such as inhalers and Epi-pens, are taken on the trip.

As required by the statutory framework for the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate present on early years school trips and visits.

### **FIRST AID EQUIPMENT**

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

- Regular and large compress bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile water wipes
- Plasters of assorted sizes
- Burns gel
- Ice packs
- Vomit bags
- Tissues
- Hand sanitiser

No medication is kept in first aid kits.

First Aid bags for trips are kept in the labelled First Aid locker outside of Intervention Room, in the KS2 corridor. This has to be returned after each school trip/visit.

**It is the responsibility of the appointed person to check the contents of First Aid kits every week.**

First aid kits are stored in:

- School Office
- EY – playground, under canopy
- Y1&Y2 cloakroom
- In the labelled locker outside intervention room, in the KS2 corridor
- KS2 playground - First Aid shed



## **RECORD-KEEPING AND REPORTING**

### **1. First aid and accident record book**

- A first aid/accident form will be completed by the first aider or the person who was present when the accident occurred, 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
- A copy of the serious accidents recorded on the Corporate Incident Report Form will be filed in the pupil file.
- Records held in the first aid and accident book of the minor incidents/accidents 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.

### **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>)

### **3. Notifying parents/carers**

All parents/carers receive a copy of first aid form to take home for any minor accidents. The office team will contact and inform parents/carers of any head/serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

### **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 Local Authority children's services of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **TRAINING**

All school staff are able to undertake first aid training if they would like to.

All first aiders must complete a training course approved by the Health & Safety Executive (HSE) and a refresher training over three yearly cycles. The school will keep a register of all trained first aiders, what training they have received,

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.

### **MONITORING ARRANGEMENTS**

This policy will be reviewed by the Head Teacher every 2 years.

At every review, the policy will be approved by the resources committee of the governing body

### **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

Approved by:	Resources Committee (James Carvin)
Date:	22/02/2022
Next Review due by:	Spring 2024