



## First Aid Policy

Persons/body responsible for updating:	SLT
Date approved and by whom:	14 <sup>th</sup> May 2021
Chair of Governors' signature	
Headteacher's signature	
Due for review:	Every 2 years
Status:	Non Statutory
Required on website:	Yes

## Our School Vision

*At Western, we aim to develop kind, ambitious, curious, confident and successful young people who are excited about their futures.*

# First Aid policy

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## 1. Policy Scope

This policy is for all staff, students, parents and carers, governors, visitors and partner agencies who work with the school. It provides principles, guidelines and procedures as to how Western Primary School provides first aid.

## 2. 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

## 3. Legislation and guidance

This policy is based on 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Early Years Foundation Stage statutory framework](#), which includes first aid requirements for staff working in EYFS settings

#### 4. Links to other policies

This first aid policy is linked to the

- Health and Safety policy
- Policy on supporting students with medical conditions
- Allergens policy
- Management of off-site visits

#### 5. Roles and responsibilities

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

The schools main first aiders are the office staff (who can be contacted on ext 8701). Additional first aiders can be found under the pergola in the playground at lunchtimes.

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
- Ensuring the required parental consent is in place for all personal and emergency medication

First aiders are trained and qualified to carry out the role (see section 8) 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
- Keeping their contact details up to date

The school office has an up to date list of first aiders. Fire Action information, including where to find first aiders, is displayed prominently around the school.

##### 5.2 Red Kite Learning Trust and Local Governing Board

RKLT 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 local governing board. The Local Governing Board has responsibility for health and safety matters in the

school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 5.3 The Headteacher

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

- Ensuring that an appropriate number of 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 and where emergency medication is located,
- 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 Trust Central office team when necessary (see section 7).

### 5.4 Staff School staff are responsible for:

- Ensuring they follow first aid procedures and are aware where emergency medication is located,
- Ensuring they know who the first aiders in school are,
- Completing accident reports 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

## 6. First aid procedures

### 6.1 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 and any emergency medication,
- 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 parents will be contacted immediately,
- If the accident is minor and the child is well enough to remain at school, office staff will send a text to parents to let them know that their child has received first aid,
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and will enter the details onto the Total Risk Management system. They will also assess whether further investigation or follow up action/control measures are required.

## 6.2 Off-site procedures

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

- Access to a mobile phone
- A portable first aid kit
- All child specific medication
- Information about the specific medical needs of pupils
- Parents' contact details

All planning and Risk assessments associated with an Educational Visit will be approved by the EVC coordinator prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

## 6.3 First aid equipment

First Aid Equipment is stored in the main office.

At lunchtime there is a first aid station under the pergola in the back playground.

A defibrillator is stored on the wall by the Year 2 classrooms on the ground floor.

We have emergency salbutamol inhalers in the office and AAI pens in the canteen and the hall.

We do not keep any other general medication at school.

Portable first aid kits 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

## **7. Record-keeping and reporting**

### **7.1 First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury and will enter the details onto the Total Risk Management system,
- As much detail as possible should be supplied when reporting an accident
- The accident form is stored and logged in the main office,
- 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.

### **7.2 Reporting to the HSE**

If the accident has resulted in an ambulance being called, it may need to be reported to the HSE. The Headteacher will report the accident to the Trust Central office team who will help decide if a HSE report (RIDDOR) is required, or if a report to Ofsted or child protection agencies is needed. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **8. Training**

All school staff have the opportunity to undertake first aid training every three years if they would like to.

All first aiders have completed a Paediatric First Aid Course and also a First Aid at Work Course. They are renewed every 3 years.

All staff working in Early Years Foundation Stage hold a current Paediatric First Aid certificate and update this training every 3 years. This meets the requirements set out in the Early Years Foundation Stage statutory framework.

## **9. Monitoring arrangements**

This policy will be reviewed every 2 years. At every review, the policy will be approved by the Headteacher and Local Governing board.

