



PRINCE REGENT

STREET TRUST

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](#), 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; and
- [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

Appointed Persons and Designated First Aiders

Appointed persons: An appointed person is someone who takes charge when someone becomes ill; suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. **All members of staff are appointed persons** but not necessarily first aiders.

The majority of teachers and teaching assistants are trained in emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' at morning play and lunch time; and by the teacher or teaching assistant during lesson time.

Designated 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 (using **Evolve**) on the same day, or as soon as is reasonably practicable, after an incident. Keeping their contact details up to date.

The names of the school's Designated First Aiders will also be displayed prominently around each school.

The Trust Board

The Trust 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.

The Headteacher

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

- Ensuring that an appropriate number of appointed trained 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).

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 (using **Evolve**) 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

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, a member of staff will contact parents immediately.
- The First Aider will complete an accident report form (using **Evolve**) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

As all our schools include Early Years Foundation Stage provision, at least one person who has a current Paediatric First Aid (PFA) certificate will be on-site during school opening hours.

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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils; and
- Parents' contact details.



When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

These lists are based on the HSE's recommendations for a minimum traveling First Aid Kit.

Risk assessments will be completed by the trip group leader (see Educational Visits Policy) prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one 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

All First Aid equipment is located in a green box with a white cross. A typical First Aid Kit in our schools will include the following: (based on the HSE's recommendation for a minimum First Aid Kit)

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in First Aid Kits.

First Aid Kits are stored in:

- Reception
- The school hall
- Key Stage Areas
- Classrooms
- The school kitchens

It is also the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing additional supplies can be obtained from the school office. It is essential that all staff take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always



be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

Children should not help with first aid.

6. Record-keeping and Reporting

First aid and accident record

An accident form (using **Evolve**) will be completed by the first aider/appointed person 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.

If a child is sick during the school day they must be sent home immediately and should stay away from school for the next 48 hours.

Records held in the Evolve Accident Book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of, unless insurer required records to be retained for longer.

Reporting to the HSE

The Headteacher 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 Headteacher 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 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
- 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 Headteacher 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>

Records of reportable injuries should be retained by the school for a minimum of 7 years for adults and 25 years for children, and then securely disposed of.

Notifying parents

Parents will be notified of any First Aid given to a child during the school day.

For all serious injuries which are given first aid such as visible bumps, bruises and attended bleeds, parents should be informed by telephone.

For all head injuries parents should be contacted immediately and asked to come into school to check the wellbeing of their child or advised to take them to hospital (See Head Injury Policy).

Staff must contact the Head Teacher, Deputy Head Teacher or Assistant Head Teacher to inform them of the injury / issue and seek permission to contact parents. In their absence the decision will be taken by the Key Stage Leader. The child should be taken to the main school entrance area and supervised by a member of staff until parents arrive.

In all instances when a parent is contacted by telephone, staff should record who made the phone call, who they spoke to and at what time.

Children's contact details should be accessed via ScholarPack.

Parents must be informed immediately if emergency services are called.

Reporting to Ofsted and child protection agencies (early years only)

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 the LADO 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.

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 one 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 annually and every approved by the Trust Board.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Head Injury Policy
- Educational Visits Policy

