



First Aid Policy

Approved by: LIA Governing Board

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CONTENTS

	PG
1. Aims	1
2. Legislation and Guidance	1
3. Roles and Responsibilities	1
3.1 Appointed Person/s and First Aiders	1
3.2 Governing Board	2
3.3 Headteacher	2
4. First Aid Procedures	2
4.1 In-School Procedures	2
4.2 Off-Site Procedures	3
5. First Aid Equipment	3
5.1 Safety / HIV Protection	3
6. Record-Keeping and Reporting	3
6.1 First Aid and Accident Record Book	3
6.2 Reporting to the HSE	4
6.3 Notifying Parents	4
6.4 Reporting to Ofsted and Child Protection Agencies	5
7. Training	5
8. Monitoring Arrangements	5
9. Links with other Policies	5
10. Appendix 1 - Accident Report Form	6
11. Appendix 2 – Parents Agreement for Administration of Medicine in School	7
12. Appendix 3 – First Aid Training Log	8

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 & 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 Education \(Independent School Standards\) Regulations 2014](#), 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 the Assistant School Business Manager and School Administrator. 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 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 (see the template in appendix 1)
- Keeping their contact details up to date

Our school's first aiders names will also be displayed prominently around the school.

3.2. 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.

3.3. 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)

3.4. 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 (see appendix 1) 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 first aider/relevant member of staff will contact parents immediately
- 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
- The school does not administer medicines for casual ailments

- If it is unavoidable that a child has to take medicine in school, a written approval and instructions are to be given by the parent:
- The medicine prescribed by a GP must be brought into school in a properly labelled container which states:
 - a. name of the child
 - b. name of the medicine
 - c. the dosage
 - d. the time of administration
- Parents must complete the agreement for administering medicines in school (appendix 2)
- Medicines will be kept in a secure place by staff in accordance with safety requirements

4.2. Off-Site Procedures

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

- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the staff member prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

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

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ Scissors ▪ Cold compresses ▪ Burns dressings ▪ No medication is kept in first aid kits. First aid kits are stored in: <ul style="list-style-type: none"> ▪ The medical room ▪ Reception (at the desk) ▪ The school kitchens ▪ Various other areas around the school |
|---|---|

5.1. Safety/ HIV Protection

First aiders must always wear disposable gloves or any Personal Protective Equipment (PPE) as directed when treating any accidents/incidents, which involve body fluids, making sure any waste is placed in a disposable bag, fastened securely and disposed in the assigned medical bins. Any pupil's clothing should be placed in a plastic bag and fastened securely ready to take home.

6. Record-Keeping and Reporting

6.1 First Aid and Accident Record Book

An accident form will be completed by the relevant member of staff 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 1.

A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.

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 relevant member of staff 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 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 scalping 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 explosionInformation 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 relevant staff member 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 appointed person will also notify all local child protection agencies 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.

8. Monitoring Arrangements

This policy will be reviewed by the headteacher every 3 years.

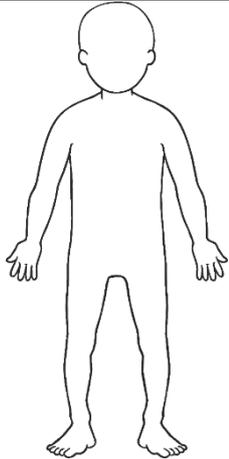
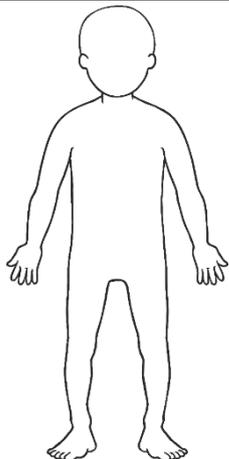
At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This first aid policy is linked to the

- Health and Safety policy
- Risk Assessment policy
- Supporting Pupils with Medical Conditions

Appendix 1 – Accident Report Form

Child's Name:	Class:		
Date of Incident:	Time:		
Name of Witnesses / Adults Present:			
Place Accident Occurred:			
Description of How the Accident Occurred			
Record of any Injury and First Aid Given			
Body Map			
Front		Back	
Condition of the Child Following the Accident			
Parent Contacted:		Name of Parent Contacted:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Time:	
Other Comments:			
Attending Adult's Signature _____		Date: _____	
First Aider Signature _____		Date: _____	
Parent Copy <input type="checkbox"/>		Office Copy <input type="checkbox"/>	

Appendix 2 – Parents Agreement for Administration of Medicine in School

LIA has a policy that staff can administer medicine HOWEVER we will not give your child medicine unless you complete and sign this form.

Name of child	
Date of Birth	
Class Name	
Medical condition or illness	

Medicine

Name/type of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects we need to know about?	
Self-administration y / n	
Procedures to take in an emergency	

NB: medicines must be in the original container as dispensed by the pharmacy Contact details

Name	
Daytime telephone number	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

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)