



## First Aid Policy

### Introduction

First aid is defined as the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need further treatment by a medical practitioner.

The purpose of providing first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is possible, or before an ambulance arrives.

This policy should also be read in conjunction with the Provision of First Aid Risk Assessment and the Health and Safety Policy.

### Aims and Objectives.

The aims of First Aid are:

- Saving life by prompt and initial action.
- Preventing an injury or condition from deteriorating.
- Helping recovery through reassurance and protection from further injury.

The objective is to:

- Implement and maintain effective systems for making sure that the provision of first aid both on and off-site meet the school stated aims.

### Arrangements for Applying School Policy

The arrangements which the school has in place for first aid apply to both pupils and adults who become ill or injured. The level of first aid provision in the school is determined by an assessment of need. The Assessment of First Aid Provision (Appendix 1) of this policy provides a copy of the assessment factors which are used in determining this provision. The Office Manager has delegated responsibility for completing and reviewing this assessment at least annually at the start of each academic year and at any point where school circumstances change to determine the level of need. The school Health & Safety Lead will use this assessment to determine and maintain the appropriate first aid provision for the school.

It is agreed school policy that only members of staff who have undertaken approved training will administer first aid. A designated First Aider is defined in this policy as someone who holds a current First Aid at Work Certificate, Paediatric First Aid Certificate, Schools First Aid Certificate or an Emergency First Aid Certificate. It is agreed policy that at least 2 members of staff will hold current Paediatric First Aid Certification. This is to enable the school to maintain statutory requirements under the provision for children in the Early Years Foundation Stage (EYFS). The statutory requirement is that at least one Paediatric First Aider must be on the school premises when EYFS children are present. In addition to this there must also be one such person on an educational visit involving EYFS children. The school provision of two suitably qualified staff is to enable this to be met where part EYFS year group off site visits take place.



## **Completing the Assessment of Provision**

The assessment of provision undertaken by the school Office Manager includes ensuring that:

- There are sufficient numbers of first aid trained staff to meet the need identified in the assessment throughout the time that the premises are in use.
- There is adequate provision of first aid equipment which is suitably stored and available when required.
- There is adequate provision of first aid equipment readily available to take out on educational visits.
- That sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders.
- That adequate access to a telephone is available to call emergency services if required.
- That new staff are informed of first aid arrangements as part of the induction process.
- That staff are advised whenever changes to provision are made.
- That a suitable first aid room is available for both adults and children.
- That visitors, those hiring the school, and contractors on site are also aware of first aid arrangements.
- That records are maintained of checking of first aid boxes and that all first aid being administered is being recorded correctly.
- That suitable arrangements are in place for any educational visits or off-site approved activities undertaken by staff or children.

## **Identification and training of First Aid Staff**

Staff who volunteer or are selected to be school first aiders will be judged for suitability before being put forward for training. This will for example, include assessing if a member of staff is susceptible to fainting at the sight of blood. The office manager is responsible for ensuring that all recognised first aid staff have received the necessary training. They are also responsible for ensuring that where an employee needs to update their training that this is completed.

## **Liability**

RPA have confirmed that the employer's liability insurance policy provides indemnity for staff acting as first aiders. First Aiders are required to ensure that any treatment which they give is carried out in accordance with the training they have been given. Whether or not an employee receives a specific payment for acting in this capacity does not change this insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the local authority and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.



## **Appropriate Practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response.

This can involve -

- treating the casualty if their injury is within the scope of their training
- arranging for an ill or injured child to be collected and taken home
- referring them to hospital for assessment or further treatment
- calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, they should refer to the latest First Aid Manual, call NHS 111 or 999.

**Urgent treatment should not be delayed in order to consult with parents or carers.**

## **Calling the Emergency Services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the phone to an emergency evacuation by air ambulance.

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## **Accident Procedure, Record Keeping and Informing Parents -**

- If a child or adult is involved in an accident, a qualified first aider will assess and treat injuries to the best of their ability.
- All accidents involving pupils during lesson time and break time are recorded on the daily accident record sheet located in the office. (APPENDIX 2)
- All accidents occurring during the lunch hour are dealt with by a first aid qualified lunchtime supervisor. The details are recorded on an accident form.

Accident recording forms include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill pupil;
- details of the injury or illness and what first aid was given
- what happened to the pupil immediately afterwards, e.g. sent home, back to class
- the name of first aider dealing with the casualty

➢ Each incident is then recorded on a tally sheet (APPENDIX 4) kept in the office in order to keep a record of where injuries mostly occur and to which part of the body.

➢ Class teachers are informed of all head injuries in order for the child to be closely monitored.

➢ Minor bumped head injuries are reported to parents via a text message.

➢ All more serious head injuries must be followed up with a phone call to parents to inform them of the situation.

➢ It may be advisable that the child is collected from school to recover at home.



**All injuries, including head injuries, however minor will be dealt with by one of the school's recognised First Aiders.**

- Should hospital treatment or recovery at home be required the First Aider dealing with the incident is responsible for contacting parents/calling an ambulance.
- Should hospital treatment be necessary the Headteacher must also be informed of the situation.
- All accidents involving staff members, volunteers, contractors and members of the public should be recorded online via Staffordshire Learning Net
- When staff and pupils are out on trips, all accidents must be recorded and then the completed form handed to the office on return to school for it to be filed.

### **Reporting to the HSE**

Where any accident results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) a report on the **Health, Safety and Wellbeing Service incident reporting system** must be completed. The Headteacher is responsible for ensuring that this report is completed - including the Post Accident Risk Assessment.

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
- **Any accidents suffered by staff members**
- 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 ladders 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

### **Hygiene and Control of Infection**

To reduce the risk of infection whilst administering first aid, for example from Hepatitis B and HIV, it is agreed policy that first aid staff must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. Staff must also wash their hands before and after applying dressings.

Disposable gloves and apron must be worn whenever blood, or other body fluids are handled. Shoe covers are also available. Disposable materials, such as paper towels or sanitising powder must be used to absorb fluids. Contaminated areas must be suitably cleaned and disinfected with Antibacterial Surface Cleaner. All disposable items should be disposed of in plastic bags placed in the bins.

Any soiled clothing should be sent home with parents for suitable disposal/washing at home. If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

### **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions and Medicines in School policy
- Administration of Medicines policy
- First Aid Risk Assessment

This policy was adopted and approved by the Interim Executive Board on 22.03.23  
To be reviewed in Summer 2024



## 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

Further general information on this topic can also be found on the following website:  
[www.hse.gov.uk](http://www.hse.gov.uk)