



First Aid Policy

Document Information			
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Signature (Green Academy)		Signature (Head)	

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

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

After an assessment of first aid needs – we ensure that we have a sufficient number of suitably trained first aiders to care for employees and pupils in case they are injured.

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 minor injuries log or accident report on the same day, or as soon as is reasonably practicable, after an incident.

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

The Appointed first Aiders are, Shezana Khan, Uzma Mirza Julekha Esscopri

The Headteacher is responsible for:

- 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
- Ensuring appropriate risk assessments are completed and 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

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing a minor injuries log for all incidents they attend to where a first aider is not called
- Informing the headteacher or Team Leader of any specific health conditions or first aid needs.

First aid 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 office will contact parents immediately
- The Appointed Person will complete an accident report form and investigation on the same day or as soon as is reasonably practical after an incident resulting in an injury

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
- Parents' contact details

Risk assessments will be completed by an Appointed Person 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

A typical first aid kit in our school will include the following based on the British Standard:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- Scissors

Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

First aid kits are stored in:

- MAIN OFFICE
- Sick Bay
- Staff Room
- Kitchen
- All Nursery Rooms

Record keeping and reporting

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident.

This means you should record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access.

Reporting to the HSE

The appointed person 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 Appointed Person will report these to the Health and Safety Executive and the Local Authority 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 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

Notifying parents

The office 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.

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 the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

- 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.
- 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. We will aim for at least 1 first aider per year group.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Children often bump their heads without further consequences, but parents should be informed about head bumps so that they can look out for signs that the injury could be more serious.

The 'Head bump' letter should be used to inform parents about any head bumps, and the signs and symptoms to look out for. If any of these signs become apparent while the child is still at school, arrange for them to see a GP or attend an Accident and Emergency department immediately.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

Hygiene and infection control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces.

These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. The Bodily Fluids Clean Up Box is kept in the Utilities Cupboard.

Human hygiene waste that is produced in places like schools and offices is generally assumed not to be [clinical waste](#) because the risk of infection is no greater than for domestic waste. However, this should be verified in the risk assessment on a case-by-case basis.

Transport to hospital or home

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Managing Medicines in school policy

APPENDIX 1- ACCIDENT AND INCIDENT FORM-on medical tracker

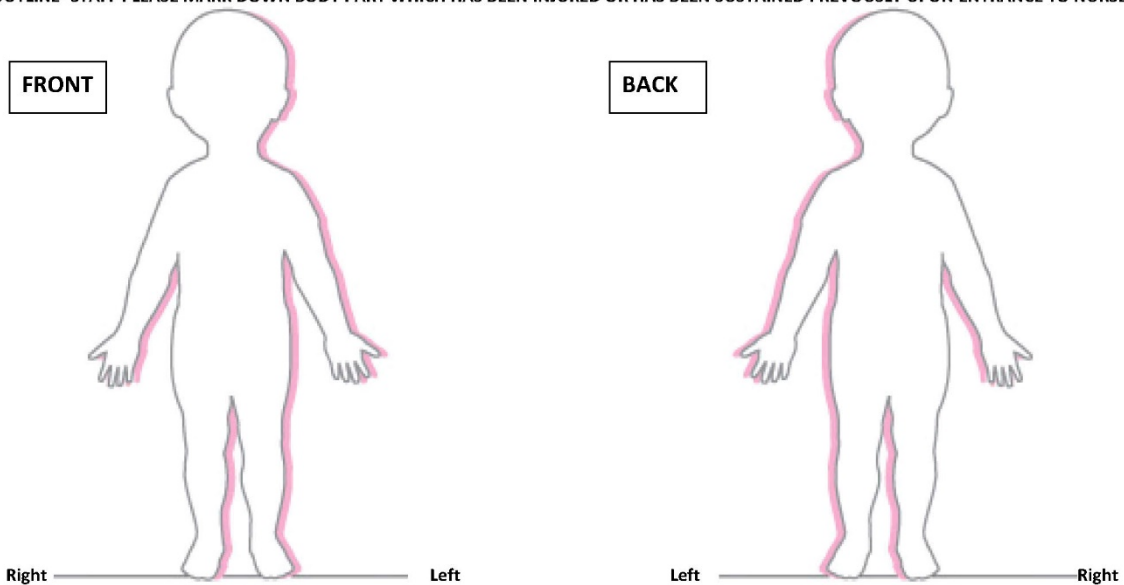
Green Crescent Primary School Accident/ Incident Report Form

ACCIDENT/INCIDENT RECORD						
DATE:	CHILD'S FULL NAME:	AREA INJURY OCCURRED	PLEASE TICK	INJURY SUSTAINED	PLEASE TICK	DETAILS OF INJURY AND ACTION TAKEN
Is this an Accident or Incident? <input checked="" type="checkbox"/> ACCIDENT <input checked="" type="checkbox"/> INCIDENT	ACCIDENT: The HSE define an accident as "any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity". INCIDENT A "near-miss" incident: a "near-miss" incident can be defined as: "any event, which under slightly different circumstances, may have resulted in injury. Other incidents: other incidents include threatening behaviour and physical violence.					Please describe the Injury: SIZE: COLOUR: SWELLING: ACTION TAKEN: ADVISE TO PARENTS: HEAD BUMP LETTER GIVEN? Y/ N
Time of accidentA.M. P.M.	Time accident reportedA.M. P.M.	Outside playground		Trips		
		Equipment		Falls/ Slips		
		Bathroom		Falls from a height		
		Room (please state)		Hit by a moving object		
PARENT CONTACTED <input checked="" type="checkbox"/> PHONE – TIME: <input checked="" type="checkbox"/> VERBAL <input checked="" type="checkbox"/> AFTER SESSION				Burns		
				Scalds		
		Other		Lifting a load		
				Carrying a load		
Is this a RIDDOR? Y/N		STAFF supervising (complete witness statement where required)		PARENT NAME:		
Copy of RIDDOR Form F2508 attached Y/N		WITNESS NAME:		DATE		
RIDDOR informed? Y/N		How the Injury was sustained: <i>Describe how the injury occurred:</i>				
RIDDOR reference number						
Have Ofsted been informed? Y/N						

Green Nursery School Updated October 2016

Green Crescent Primary School Accident/ Incident Report Form

Child's Name: _____ Date of Birth: _____
BODY OUTLINE- STAFF PLEASE MARK DOWN BODY PART WHICH HAS BEEN INJURED OR HAS BEEN SUSTAINED PREVIOUSLY UPON ENTRANCE TO NURSERY



Please sign by TWO witnesses and Parent Sign. Notify Manager/HEAD and handover documents to manager.

Date:	Notified Manager/DEPUTY OR HEAD Y/N
Manager Name:	
Signature:	

Sign Staff 1	Parents Sign
Sign Staff 2	Date: