



## First Aid Policy

### 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 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.

### Assessment of First Aid Needs

The Headteacher is responsible for ensuring that an assessment of first aid needs is carried out for the school. First-aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

The assessment considers the following points:

- the number of staff, pupils on site and visitors to the school;
- past accident history, check the school's first aid and accident records;
- specific needs e.g. the school's age range, staff or pupils with disabilities or special health needs;
- the size of the school and whether it is on split sites and/or levels;
- the location of the school, in particular its remoteness from emergency services;
- specific hazards or risks on site such as hazardous or dangerous substances, check your general risk assessments;
- any out of hours activities.

When deciding on numbers of first aid personnel, other factors to consider include:

- adequate provision for absences and practical activities;
- first aid provision for school trips ensuring that the first aid cover back at the school remains adequate;
- cover for lunchtimes and breaks; it is good practice to encourage lunchtime supervisors to have first aid training.

Schools are generally regarded as low risk establishments; however, some schools or areas of activity might fall into the medium risk category. The law does not specify fixed levels of first aid personnel; however, the HSE has provided guidance for workplace. Schools must base their first aid provision on the results of their assessment of needs. See

appendix 1. To ensure that the first aid provision is adequate and remains so, the assessment should be reviewed at least annually; sooner if changes occur.

## **Roles and Responsibilities**

The school's appointed person is Geneen Coe. She is 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 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 on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 3);
- Keeping their contact details up to date;

The school's first aid trained staff are listed in appendix 2. Their names will also be displayed in the medical room and the staffroom.

## **The local authority and governing board**

Wokingham Borough Council 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 governing board.

The governing board 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 persons and/or first aid personnel are present in the school at all times;
- Ensuring that first aiders have an appropriate qualification and keep training up to date;
- Ensuring all staff are aware of first aid procedures;
- 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 (see appendix 3) for all incidents they attend where first aid is administered;
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

## **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 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 the admin team will contact parents immediately
- The first aider will complete an accident report form 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 the Team Leader and reviewed by the Offsite Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises. All risk assessments will be uploaded to the EVOLVE system and approved by the Headteacher. There will always be a minimum of one first aider on school trips and visits.

## **First Aid Equipment**

A typical first aid kit 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

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical Room
- Staff Room
- Learning Lodge
- The school kitchens

## **Record-Keeping and Reporting**

### **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 3.
- A copy of the accident report form will also be added to the pupil's educational record by the appointed person.
- 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.

### **Notifying Parents**

- Parents will be contacted if hospital treatment is required but is not an emergency, so that they can assume responsibility;
- The Headteacher or senior staff member will determine the best course of action to take if an ambulance is not required and parents cannot be contacted;
- Two staff members will take a child to hospital and stay with them until a parent takes over, with the safeguarding of both the child and staff members considered.
- Parents will be informed immediately of any serious incidents.
- The effects of a bump may not be evident immediately and therefore parents are phoned to notify them when a child has bumped their head. The child is given an alert sticker so that staff are able to monitor their condition and a letter is given to the child to take home.
- Parents are notified when a child has been physically sick or had an upset stomach, stating that they should not return to school for 48 hours, on the advice of the Health Protection Agency.

### **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) and report these to governors on a termly basis.

The appointed person 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 explosion.

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)

<http://www.hse.gov.uk/riddor/report.htm>

## 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 2).

Staff are encouraged to renew their first aid training when it is no longer valid.

## Monitoring arrangements

This policy will be reviewed by the Headteacher every two years and complete the Assessment of First Aid Needs annually. At every review, the policy will be approved by the Governors' HSE Committee.

## Links with other policies

- Health and Safety
- Medicine
- Risk Assessment
- Supporting Children with Medical Conditions
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## History

Date	Notes
12.12.16	Policy reviewed and Assessment of First Aid Needs updated.
05.12.17	Assessment of First Aid Needs updated.
11.4.19	Policy updated in light of legislation and guidance and rewritten in parts to make it more succinct. List of training included and copy of WBC Accident Form as part of the appendices.

## Appendix 1

### Assessment of first aid needs

Name of School: <b>St Paul's CE Junior School - April 2019</b>	
Aspects to consider	Details/comments
Number of staff	54
Number of pupils	386
Approximate number of staff / pupils with disabilities or special health problems	Red card system in place 3 diabetics 26* Asthmatics 8 anaphylactics /epipens 15* food allergies
Split sites / split levels	No
Remote location	Separate Music & Art Studios located on far side of the playground. School playing fields & outdoor swimming pool
Departments with a higher level of risk e.g. science, physical education?	Forest Schools Woodland Area
Any specific risks e.g. hazardous substances, dangerous tools or machinery?	Close supervision of the use of gardening tools, DT hand tools and science equipment.
Accident records: numbers by academic year, types and locations	Recorded in accident book. Analysis of nature, frequency, location and any trends completed each term by admin assistant and reported to the Headteacher. Summary reported to governors.
First aid records: how often first aid administered; any trends?	First aid is administered most frequently at break and lunch times. Most injuries are trips and falls on the playground as a result of children playing. See accident book analysis for details.
Lunchtime / break cover adequate?	Good levels of supervision at break and lunch and at the end of the school day. 5 members of staff are on duty at break time, including at least one first aider. At lunchtime, there is 8 staff on duty, and the majority are first aid trained.
Out of hours activities?	PTA provide their own first aid cover and insurance for school events. School staff are available on site until 5.00pm each day and, if necessary, support any external providers.
Off site activities cover required? (providing for the activity whilst maintaining adequate cover at school)	First aid trained staff attend every school trip and off site visit. Travelling first aid kits are always taken with an up to date list of any medical issues affecting pupils, necessary medication and emergency contact numbers.
Visitors: volumes generally, any public events?	PTA Christmas Fair 400+ in main building from 5.30pm until 7.30. No recorded incidents at any public events.
Estimation of risk level =	Low
Current levels of first aid cover	First Aider/Appointed Person = 1 Paediatric First Aiders = 25
Is current first aid cover adequate?	Yes
Recommendations:	

Assessment conducted by:	Julieanne Taylor - Headteacher
Assessor's signature	<i>Julieanne Taylor</i>
Date of assessment:	April
Review Date	Annually or when there is a change to staffing or pupil numbers.
Approved by HSE Chair:	<i>P.S. Wallace</i>

**Appendix 2: First Aid Trained Staff as at 11.4.19**

Name:	Training	Date
Geneen Coe	Emergency First Aid at Work – 2 days	14.6.16
Denise Burgess	Paediatric first Aid – 6 Hrs	20.1.17
Hannah Hooper	Paediatric first Aid – 6 Hrs	20.1.17
Brigit Platt	Paediatric first Aid – 6 Hrs	20.1.17
Sarah Perkins	Paediatric first Aid – 6 Hrs	20.1.17
Tracy Holt	Paediatric first Aid – 6 Hrs	20.1.17
Manda Crouch	Paediatric first Aid – 6 Hrs	20.1.17
Susan Page	Paediatric first Aid – 6 Hrs	20.1.17
Helena Wilson	Paediatric first Aid – 6 Hrs	07.03.17
Penny Gray	Paediatric first Aid – 6 Hrs	07.03.17
Katarzyna Grabkowska	Paediatric first Aid – 6 Hrs	24.1.18
Paramita Bhar	Paediatric first Aid – 6 Hrs	24.1.18
Elaine James	Paediatric first Aid – 6 Hrs	24.1.18
Gavin Millen	Paediatric first Aid – 6 Hrs	24.1.18
Zahida Deen	Paediatric first Aid – 6 Hrs	30.01.19
Nicola Johnson	Paediatric first Aid – 6 Hrs	30.01.19
Chytra Ganguddaiah	Paediatric first Aid – 6 Hrs	30.01.19
Sarah Lander	Paediatric first Aid – 6 Hrs	30.01.19
Zara Allen	Paediatric first Aid – 6 Hrs	30.01.19
Vicki Judd	Paediatric first Aid – 6 Hrs	30.01.19
Zebbie Maggs	Paediatric first Aid – 6 Hrs	30.01.19
Penny McBain	Paediatric first Aid – 6 Hrs	30.01.19
Alsion Hallows	Paediatric first Aid – 6 Hrs	30.01.19
Claire Foster	Paediatric first Aid – 6 Hrs	30.01.19
Linda Edwards	Paediatric first Aid – 6 Hrs	30.01.19

**Wokingham Borough Council**  
**INCIDENT REPORT FORM - SCHOOLS**

**USE THIS FORM TO REPORT WORK-RELATED ACCIDENTS, INCIDENTS, ILLNESS, DISEASE OR DANGEROUS OCCURRENCES. REFER TO THE HEALTH AND SAFETY MANUAL FOR GUIDANCE.**

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

<b>INJURED PERSON</b>	First name(s)		Surname		Title (Miss, Mrs, Ms, Mr)	
	Home address		Employer's name and address if other than WBC		Male <input type="checkbox"/>	Female <input type="checkbox"/>
					Date of birth	
	Telephone				Occupation	
	<b>TICK BOX</b> Employee    Student    Pupil    Contractor    Agency worker    Trainee/Work Experience    Member of public <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<b>LOCATION</b>	Name, address and telephone number of School			Incident site		
	Date of Incident	Time of Incident AM / PM	Normal working hours From: To:	Time stopped work AM / PM		
<b>THE ACCIDENT / INCIDENT / DANGEROUS OCCURRENCE / WORK RELATED ILLNESS / DISEASE</b>	Description of injury, work related illness or disease. State injury type e.g. cut indicating the part of body affected and left or right as appropriate. If serious, phone the HR Enquiries Helpdesk on (0118) 974 6116 as quickly as possible.					
	Describe the incident and how it happened including details of the activity at the time. Continue on separate sheet if required.					



<b>MEDICAL ATTENTION / ACTION</b>	<b>TICK BOX(ES)</b>							
	None required <input type="checkbox"/>	First aid <input type="checkbox"/>	Returned to work <input type="checkbox"/>	Sent/taken home <input type="checkbox"/>	Sent/taken to Doctor <input type="checkbox"/>	Sent/taken to hospital <input type="checkbox"/>	Detained in hospital for over 24 hours <input type="checkbox"/>	Next of Kin Informed <input type="checkbox"/>
<b>LOST TIME &amp; RISK ASSESSMENT</b>	Did this incident result in absence from work?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	If so, specify the duration:				Start date		End date or ongoing	
	Is there an existing risk assessment in place?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	Has the assessment been reviewed following the incident?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
<b>INVESTIGATION FINDINGS</b>	Key observations by person investigating the incident. Provide details of first aid treatment.							
<b>ACTION TAKEN TO PREVENT A RECURRANCE</b>	For example, risk assessment reviewed, equipment taken out of service for repair etc.							
<b>OTHER DETAILS</b>	Who was the incident first reported to and on what date?							
	Witnesses names (give address and telephone numbers if not WBC employees)							
Report completed by		<b>Print name and title</b>		<b>Signature</b>		<b>Date</b>		
Approved by Headteacher / Line Manager or School Safety Co-ordinator								

The School should retain the original form and send a photocopy to:

Corporate Health and Safety  
Wokingham Borough Council  
Civic Offices, Shute End,  
Wokingham,  
Berkshire, RG40 1WW  
Telephone: 0118 974 6116