

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](#), 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has an Appointed Person for First Aid. 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 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
- After consulting a member of management, sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practical, after an incident
- Keeping their contact details up to date

Our school's first aiders are displayed prominently throughout school, in the main office and in the medical room.

3.2 The local authority and governing body

Kirklees 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 body.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times and that there is a suitable appointed person.
- 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

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- 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 incident reports 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

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. A second opinion from the appointed person or another qualified first aider should be sought for serious incidents. The first aider 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 Business Support Team will contact parents immediately
- The First Aider or relevant member of staff will complete a First Aid form and/or an IR22 incident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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
- Any medication required for any of the pupils going off site
- Parents' contact details

Risk assessments will be completed by the trip leader and approved by a Senior Leader 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 for pupils within the EYFS, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on substantial school trips and visits.

5. First Aid equipment

A typical first aid kit in our school will include the necessary items such as the following:

- A leaflet with general First Aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in First Aid kits.

First Aid kits are stored in the following locations:

- The Medical Room
- Hygiene Rooms

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- Resource Room
 - School vehicles

6. Record-keeping and reporting

6.1 First Aid Records and Incident Reporting

- A First Aid form will be completed by the first aider on the same day or as soon as possible after First Aid has been administered
- First Aid records 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
- In addition to a First Aid form, an IR22 Incident Report will be completed by the first aider or relevant member of staff on the same day or as soon as possible after any incident resulting in an injury (see Health and Safety Policy and Accident, Incident or Near Miss Reporting and Investigation Policy)

6.2 Notifying parents

The First Aider will inform the class staff, who will then inform parents/carers of any accident or injury sustained by a pupil, and any First Aid treatment given, on the same day, or as soon as reasonably practical. A copy of the First Aid form will be given to class staff to send home with the pupil that day.

If a pupil needs to be collected or sent home the class staff will make that contact after taking any necessary guidance from a DSL in case there are any safeguarding issues that need to be taken into consideration. A copy of the First Aid form (as mentioned above) will also be sent home with the pupil.

6.3 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 practical, and no later than 14 days after the incident.

The Head Teacher will also notify relevant local child protection agencies of any serious accident, injury to or the death of, a pupil while in the school's care.

7. Training

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 keeps a register of all trained first aiders, what training they have received and when this is valid until.

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

8. Monitoring arrangements

This policy will be reviewed by the Assistant Head every year.

At every review, the policy will be approved by the Head Teacher.

Links with other policies

This First Aid policy is linked to the

- Health and Safety policy
- Risk assessments
- Policy on supporting pupils with medical conditions
- Work Related Violence Policy
- Accident, Incident or Near Miss Reporting and Investigation Policy

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.