

Bletchingley Village Primary School

First Aid Policy 2023 - 2026

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 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 has 2 appointed persons who are responsible for:

- Taking charge when someone is injured or becomes ill

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary

A number of staff are trained first aiders 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. The question will be asked “How did this happen?”
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

Our school’s appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The 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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports (see appendix 3) for all incidents they attend to where an appointed person is not called
- Informing the headteacher or their manager of their own 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 appointed person 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 may recommend next steps to the parents
- If emergency services are called, a member of the office staff or senior leadership team will contact parents immediately
- The 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

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
- Parents' contact details

Risk assessments will be completed by the leader of the trip 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.

5. 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:

- The school office
- All classrooms
- The Lodge
- The Conservatory
- The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the member of staff dealing 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 2
- 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 school 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 school will report these to the Health and Safety Executive via OSHENS, Surrey County Council's online accident reporting system, as soon as is reasonably practicable and in any event within 10 days of the incident. As part of this service, the OSHENS team will then determine whether the incident is reportable under RIDDOR and they will then process this accordingly.

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>

6.3 Notifying parents

A member of the office team, senior leader or class teacher/teaching assistant will inform parents of any accident or injury sustained by a pupil that is deemed significant enough to warrant it, particularly if this has resulted in any marks or bruising. Injuries to the head will also be reported as a matter of course.

6.4 Reporting to Ofsted and child protection agencies

A member of the office team 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 headteacher will also notify Surrey Safeguarding Children's Board, Local Area Designated Officer and Local Area Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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

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.

An updated list of all staff with First Aid qualifications will be kept in the office.

8. Monitoring arrangements

This policy will be reviewed every 3 years.

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

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

Appendix 1

List of Appointed Persons

Staff member's name	Qualification
Debbie Gregori	Headteacher
Sarah Fletcher	Assistant Headteacher Basic Life Support

List of First Aiders

Staff member's name	Qualification
Ricky Ward	Emergency 1 st Aid at Work
Sarah Hinkley	Paediatric
Kerry Elliott	Paediatric
Candi Dilley	Paediatric
Sarah Fletcher	Basic Life Support
Kerri Jones	Basic Life Support

Appendix 2:

159 Report Number (consecutive)	
+ Accident Record	
1. About the pupil who had the accident	
Name _____	
Year _____	
Class or Form _____	
2. About you, the individual filling in this record	
Name _____	
Department _____	
3. Details of the accident (Continue on the back of this form if you need to)	
When it happened. Date ____ / ____ / ____ Time ____	
Where it happened. State location _____	
How did the accident happen? _____	
Give the cause if possible _____	
If the pupil who had the accident suffered an injury, give details _____	
Have the parents been informed? <input type="checkbox"/> Yes <input type="checkbox"/> No How? (eg. copy of Record, Verbally) _____	
Sign the record and date it.	
Print Name _____ Sign _____ Date ____ / ____ / ____	
4. For the Head Teacher only	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
How was it reported? _____	
Print Name _____ Sign _____ Date ____ / ____ / ____	

Appendix 3

Record of first aid including accidents and incidents

AS A MINIMUM ANY ITEMS IN BOLD CAPITALS REQUIRE ACCIDENT BOOK COMPLETION – if in any doubt, complete Accident Book, located in main office

Date D/M/Y	Time	Child's Name	Class	Location of incident	Incident/injury (Highlight accordingly)		Detail/Description	Action (Highlight accordingly)		Staff Initial	Parent contact	Time of contact	Staff Initial
				Playground Woods/field Trim Trail Hall Classroom Other	EYE INJURY HEAD INJURY SPRAIN/BREAK BURN/SCALD DEEP CUT Insect Sting/Bite	Bruise Scratch Graze Vomiting Nose bleed Other-		SPECIALIST ATTENTION AMBULANCE Cold Compress Cleaned Plaster/dressing Back to class/play	Eye Wash Immobilised TLC Medication Other -		N/A Phone Call Note Home Studybug Link Meds Permission		
				Playground Woods/field Trim Trail Hall Classroom Other	EYE INJURY HEAD INJURY SPRAIN/BREAK BURN/SCALD DEEP CUT Insect Sting/Bite	Bruise Scratch Graze Vomiting Nose bleed Other		SPECIALIST ATTENTION AMBULANCE Cold Compress Cleaned Plaster/dressing Back to class/play	Eye Wash Immobilised TLC Medication Other -		N/A Phone Call Note Home Studybug Link Meds Permission		
				Playground Woods/field Trim Trail Hall Classroom Other	EYE INJURY HEAD INJURY SPRAIN/BREAK BURN/SCALD DEEP CUT Insect Sting/Bite	Bruise Scratch Graze Vomiting Nose bleed Other		SPECIALIST ATTENTION AMBULANCE Cold Compress Cleaned Plaster/dressing Back to class/play	Eye Wash Immobilised TLC Medication Other -		N/A Phone Call Note Home Studybug Link Meds Permission		