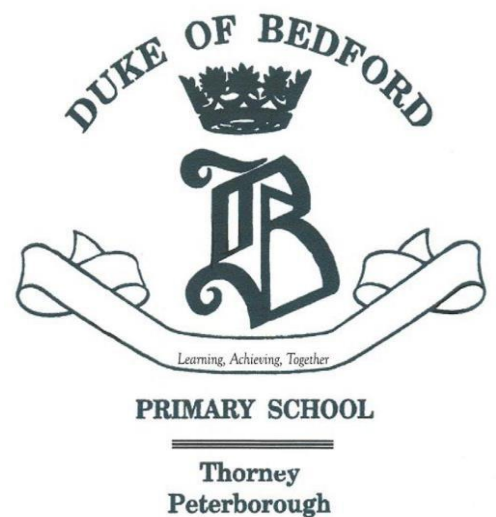


Duke of Bedford Primary School

## First Aid Policy

February 2025



# Contents

1. Aims
2. Legislation and guidance
3. Roles and Responsibilities
4. First aid procedures
5. First aid equipment
6. Record-keeping and reporting
7. Training
8. Links with other policies
9. Review and Monitoring

## 1. Aims

The Duke of Bedford Primary School are committed to providing first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. Clear and agreed systems ensure that all individuals are given the same care and understanding in our school. New staff to the school are made aware of this policy when they are appointed. Anyone on school site is expected to take reasonable care for their own and others' safety.

### **This policy:**

- Ensures that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Ensures good first aid cover is available in the school and on visits.
- Is regularly reviewed and updated.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

### 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
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.

- Make arrangements to provide training to employees, maintain a record of that training and review training annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees (volunteers, students and tutors) on the arrangements for First Aid.

## **2. 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 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.**

In school we have full paediatric and emergency paediatric first Aiders.

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
- Sending pupils home to recover, where necessary requesting parental advice
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident and passing on to the teacher/phoning home if needed (head injuries need to notify office staff to add a note to Scholarpack and call home).

Our schools appointed First Aiders are listed in the school office. The office staff are in charge of ensuring that all medicines in school are discarded when they have exceeded the expiry date. Parents are advised when more medicine is needed.

### **3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, they delegate operational matters and day-to-day tasks to the Headteacher and staff members. The Health and Safety governor is Mr Brown.

### **3.3 The Headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times including pre-school
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role with annual emergency updates.
- Ensuring that all staff are aware of First Aid procedures and any asthma, EpiPen updates are understood.
- 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 know which children in their class use emergency medication.

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are and where any emergency medications are kept.
- Filling in an appropriate first aid record in detail and handing it over to relevant staff.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

Each class will check the condition of personal inhalers/emergency medications weekly and record this in the class asthmas record book.

Office staff will check the function of the school defibrillator monthly and record in the office records.

Any prescribed medication given by school staff should be supplied in prescribed packaging, with the pupil's name and dosage information and signed for with dosage and time clearly recorded. Medication can only be given under direction of a parental medication form completed by a responsible adult.

## **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, placed in a recovery position or should remain still.

- The first aider will take charge of other children or call upon additional staff to support with the management of other children where necessary
- 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 such as monitoring the pupil or getting further medical advice or treatment. The first aid slip will be passed on. If a child is sent home due to injury this will be logged on Scholarpack by the office staff or SLT.
- If the emergency services are called, parents will be contacted immediately
- The first aider/relevant member of staff will complete an accident report form the same day or as soon as is reasonably practical after an incident resulting in an injury and it will be passed on to the relevant staff member in the child's class.

With effect from 1.9.2025, new guidelines for Reception and pre-school are:

Whilst children are eating there should always be a member of staff in the room, within sight and hearing of pupils with a valid paediatric first aid certificate.

#### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Relevant medication such as inhalers / EpiPens as required
- Parents' contact details or the school contact to be able to access them straight away

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off the school premises. These are checked by a member of the Senior Leadership Team and signed by the Headteacher. There will always be at least one first aider on school trips and visits (dependent on age group – this may be a paediatric first aider).

#### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Micro Pore
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Sterile dressings
- Scissors
- Cold compresses
- 1 Resuscitation face shield
- Emergency foil blanket (a full class set-32- is kept at pool side).
- No medication is kept in first aid kits.

First Aid kits are stored:

- In each classroom with a class first aid book.
- In the central First Aid room (this is the central store).
- In the main school office.
- In the staffroom.
- B&T club and Pre-School.

A first aid kit is available on the playground at lunchtimes from a designated lunch time first aid.

## **Record keeping and reporting**

The school use a medical report booklet to record all accidents and injuries within school or on school trips/residential.

- The medical report booklet should be filled in by the relevant first aider on the same day or as soon as possible after an incident resulting in an injury. A copy of the report will be sent home with the child the same day /and or telephone home if necessary.
- As much details as possible should be included on the report form, including the site of the injury, a brief description of how it happened and the first aid treatment given.
- Records held in the first aid and accident book will be retained by the school in accordance with the Data Retention Policy.
- An emergency medication folder record of current children using inhalers/ on emergency medication or epi-pen is kept in the main office, first aid room and B&T club. Pre-school also have a medical folder for any of their children on medication. It is the parent's responsibility to notify the school of any changes to an individual's Health Care Plan.

### **6.2 Reporting to the HSE**

The First Aid Officer 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 Headteacher 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>

### **6.3 Notifying parents**

- (The first aider who has administered the first aid will inform parents (by an accident slip) of any accident or injury sustained by the pupil, and any first aid treatment given, on the same day (this information may be passed onto another adult such as the class teacher to inform parents)).
- Parents will be informed verbally the same day of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- The first aider who has administered the first aid is responsible for informing/passing onto class teacher or parent whichever is appropriate. This should be done at the earliest opportunity.

In the event of serious injury or an accident requiring emergency medical treatment, the pupils' parents will be informed as soon as possible, using contact details from the emergency contacts list.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher 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 the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **6. 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 and are booked onto further training.
- At all times, there will be at least 1 staff member on site with a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 2 years.
- Several staff in school will have Emergency Paediatric first aid (PFA) certificate which will also be updated every 2 years.

### **7. Links with other policies**

This first aid policy is linked to the

- Health and Safety policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy (Medical needs Policy)

### **8. Monitoring and review**

The implementation of this policy will be monitored by the Headteacher, who will update the ~~Local~~ school Governing Board regularly.