

Litcham School

First Aid Policy

Approved by: Local governing Body

Date:

Last reviewed on: January 2024

Next review due by: January 2025

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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

1. 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.

This policy complies with our funding agreement and articles of association.

2. Roles and responsibilities

2.1 Appointed first aid trained persons:

The school's appointed first aid trained persons are:

Primary Phase

Sheree Brown
Amy Cordon
Victoria Dennis
Karen Druce ##
Sasha Lake
Bronwen Morgan
Anita Stewart ##
Jade Taylor
Rachel Stockwell
Jackie Vear
Samantha Williams

Secondary Phase

Cathy Berry #
Denise Corsini
Paul Clark #
Sarah Dennis #
Ellis Dillnutt
Alison Drake #
Cathy Forth #
Emily Garrod
Sadie Greef #
Amy Hemp #
Kristina Henson
Sharon Hogg
Michelle Kerr
Henrietta King
Claire Mason
Guba Morling
Emma Payne #
Victoria Plummer #
Amanda Pilbeam
Euan Powell
Mandy Richmond #
Neil Ryan
Amy Sims
Stina Thorarinsson
Sophie Upton
Graham White
Jane Williams
Luke Wolsey #

3Day First Aid at Work

Above and Paediatric/ Early Years

All staff are responsible for alerting reception upon using medical supplies from first aid kits in order that they can be replenished.

Jane Williams is responsible for checking all secondary phase first aid kits on a termly basis to ensure that there is an adequate, in date, supply of medical materials and replenishing the contents of these kits as required.

Anita Stewart is responsible for checking all primary phase first aid kits on a half termly basis to ensure that there is an adequate, in date, supply of medical materials and replenishing the contents of these kits as required.

First aiders are trained and qualified to carry out the role (see section 6) 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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

***Secondary Phase**

Recording first aid treatment is completed using our electronic system which has been developed in line with the template available via Norfolk Schools Peoplenet

***Primary Phase**

Recording first aid treatment is completed and stored securely using an online system, 'Medical Tracker'. Parents are sent an online notification of a medical incident.

- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed above. Their names will also be displayed prominently in the Reception area at each phase of the school.

2.2 The Local Governing Board

The Local 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.

2.3 The Head of School

The Head of School 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 5)

2.4 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 2) for all incidents they attend to where a first aider is not called (see 2.1 for process)
- Informing the Head of School or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 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 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 brief parents of the incident and first aid treatment undertaken and advise parents to seek further medical advice if they feel it appropriate.
- If emergency services are called, the Receptionist or Appointed Person will contact parents immediately
- The first aider or Appointed Person will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Certain minor complaints, illnesses or pain management may be dealt with by the office first aider administering paracetamol. Before this occurs, medical information will be checked and consent obtained from a parent or guardian. This will then be recorded and tracked by the office to ensure appropriate amounts are administered. Both the pupil and parent/guardian will be consulted regarding other medication taken the same day.

3.2 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 visit leader prior to any educational visit that necessitates taking pupils off school premises.

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

When taking EYFS children off the 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.

4. 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, other than:

- the defibrillator which contains aspirin, to be used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. **NOTE:** Aspirin is NOT to be used to treat illness.
- Secondary Phase trip first aid back packs, when student medication will be carried securely as necessary, in a clearly labelled '**Student Medication**', zip lock bag.

Primary First Aid kits do not include any pupil medications. These are always stored in a separate orange drawstring bag

First aid kits are stored in:

Secondary Phase

- The Administration Office
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- New Block
- PE sports pavilion
- PE changing rooms

Primary Phase

Main Hall
Opposite main office
Modular building
infant cloakroom area
End of main corridor
Year 6 classroom, Children's Centre

Record-keeping and reporting

5.1 First aid and accident record-keeping

- An accident form will be completed by the first aider or appointed person 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
- 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.

5.2 Reporting to the HSE

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) is kept by completing the incident report form in the intranet. These reports go directly to the Trust Estates Manager. The Trust Estates Manager reports 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>

5.3 Notifying parents

The appointed person or first aider will inform parents of any head injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

A decision as to contact parents for any any other accident or injury sustained by a pupil will be made on an individual incident basis by the appointed person or first aider, referring to a member of the Senior Leadership Team where necessary.

5.4 Reporting to Ofsted and child protection agencies

An Assistant Headteacher or the Head of School 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.

An Assistant Headteacher or the Head of School will also notify the Trust and where relevant the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

5. 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 (see appendix 1).

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.

6. Monitoring arrangements

This policy will be reviewed every two years.

At every review, the policy will be approved by the Local Governing Body.

7. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: First Aid Training Log

LITCHAM SCHOOL - FIRST AID TRAINING

Surname	Forename	Phase	One Day First Aid (Emergency 1st Aid at Work)	Renewal Date	3 Day First Aid (1st Aid at Work & Re-qualification)	Renewal Date	Paediatric / Early Years First Aid	Renewal Date
Atkins	Kate	Prim	11/03/2021	11/03/2024				
Berry	Cathy	Sec			20/01/2022	19/01/2025		
Brown	Sheree	Prim	21/01/2021	21/01/2024				
Clark	Paul	Sec			17/01/2023	17/01/2026		
Corden	Amy	Prim	24/03/2021	24/03/2024				
Corsini	Denise	Sec	10/05/2023	10/05/2026				
Dennis	Sarah	Sec			31/10/2023	31/10/2026		
Dennis	Victoria	Prim	24/03/2021	24/03/2024				
Dillnutt	Ellis	Sec	11/12/2023	11/12/2026				
Drake	Alison	Sec			09/08/2023	09/08/2026		
Druce	Karen	Prim			23/11/2021	23/11/2024	24/01/2023	23/01/2026
Forth	Catherine	Sec			12/07/2022	12/07/2025		
Fountain	Sasha	Prim	16/03/2021	16/03/2024				
Garrod	Emily	Sec	26/04/2023	26/04/2026				
Greef	Sadie	Sec			20/01/2022	19/01/2025		
Hemp	Amy	Sec			09/02/2022	08/02/2025		
Henson	Kristina	Sec	23/02/2023	23/02/2026				
Hogg	Sharon	Sec	17/07/2022	17/07/2025				
Kerr	Michelle	Sec		01/09/2024				
King	Henrietta	Sec	24/05/2021	24/05/2025				
Mason	Claire	Sec	24/04/2023	24/04/2026				
Morgan	Bronwen	Prim	09/03/2022	09/03/2025				
Morling	Guba	Sec	10/11/2021	09/11/2024				
Payne	Emma	Sec			29/09/2022	29/09/2025		
Pilbeam	Amanda	Sec	10/03/2022	10/03/2025				
Plummer	Victoria	Sec			20/03/2023	20/03/2026		
Powell	Euan	Sec	25/05/2023	25/05/2026				
Riches	Jade	Prim	26/01/2021	26/01/2024				
Richmond	Mandy	Sec			20/01/2022	19/01/2025		
Ryan	Neil	Sec	09/06/2021	09/06/2024				
Sims	Amy	Sec	12/07/2022	12/07/2025				
Stewart	Anita	Prim			25/09/2020	25/09/2023	24/01/2023	23/01/2026
Stockwell	Rachel	Prim	25/04/2022	25/04/2025				
Thorarinsson	Stina	Sec	19/10/2023	19/10/2026				
Upton	Sophie	Sec	24/05/2021	24/05/2024				
Vear	Jackie	Prim	24/02/2021	24/02/2024				
White	Graham	Sec	06/01/2023	06/01/2026				
Williams	Jane	Sec			11/10/2023	11/10/2026		
Williams	Samantha	Prim	09/03/2022	09/03/2025				
Wolsey	Luke	Sec	23/02/2023	23/02/2026				

Appendix 2: Accident report form (where no first aid treatment required)

Name of person/s involved		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened and how it happened:</i></p> 			
Action taken			
<p><i>Describe the steps taken in response to the incident:</i></p> 			
Name of person attending the incident			
Signature		Date	
<p>Please forward completed form to:</p> <ul style="list-style-type: none"> • Secondary Phase: Stuart Wilson, Head of School • Primary Phase: Jade Taylor, Acting Head of Primary Phase 			
Follow-up action required			
<p><i>Outline what steps the school will take to reduce the risk of the incident happening again:</i></p> 			
Signature		Position	
Date			