

# Priors Hall – a learning community

## First Aid Policy

2021 - 2022



*'Ready for Learning, Ready for Life'*



**Curiosi  
tv**

Reviewed: July 2021



**Kindness**

1



**Resilience**

Adopted: September 2021



## **Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors at Priors Hall
- 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

This policy should be used in conjunction with the school's Health and Safety Policy and Child Protection Policy.

## **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

## **Roles and responsibilities**

### **Appointed person(s) and first aiders**

The school has 15 trained 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
- 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)
- Keeping their contact details up to date

Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **The IFTL Trust and governing body**

Inspiring Futures Through Learning (IFTL) 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.

## **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
- 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)

## **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
- Informing the Headteacher or Designated Safeguarding Lead 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, the Headteacher or if not available the School Administrator 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

### **Off-site procedures**

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

- A **working and fully charged** mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. This will be checked by the school's Educational Visits Coordinator (EVC).

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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

### **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:

- Classroom cupboards
- Main school office
- Staffroom
- School hall
- Community Centre

A small burn kit is kept in the main downstairs kitchen

The school defibrillator can be found in the school office. This is regularly checked by first aiders to ensure it is in full working order during an emergency.

## **Record-keeping and reporting**

### **First aid and accident record book**

- A minor accident form is completed if the injury needs only very minor first aid: a wipe, cold compress, plaster or ice pack for a short time. When a minor injury occurs to the head (e.g. a bumped head) a 'bumped head' sticker is put on the child and a message via ClassDojo or verbal notification at pick up is also required.
- When first aid is provided at break time or lunch, a handwritten accident form should be completed. The copy page should be sent home with the

child and the original will remain in the accident book and the details will be recorded on CPOMs by a competent adult

- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

### **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).

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:

For information as to how to make a RIDDOR report, HSE please visit:

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

### **Notifying parents**

The class teacher, teaching assistant or responsible adult will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will be notified by using a 'bumped head sticker' and/or a message via ClassDojo or verbal notification at pick up.

### **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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **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 3).

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.

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher and Designated Safeguarding Lead annually. The policy is adopted by the governing body; shared with all staff; and accessible on the school's website for parents and carers' reference.

### **Safeguarding Statement**

Safeguarding is everybody's business. Priors Hall – a Learning Community has an unwavering commitment to safeguarding to ensure that: all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of harm. In essence, we instil a culture of vigilance.

All concerns should be given to our school Designated Safeguarding Leads: **Ben Lynch (DSL), Tess McQuade (Headteacher and DDSL), Justin Pye (KS2 Lead and DDSL), Charlotte Brazier (EY/KS1 Lead and DDSL), Jacqueline White (Inclusion Lead and DDSL), Alex Crawford (Nursery Lead Teacher and DDSL) and Jenna Smith (DDSL).**

- In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must report this immediately to the DSL or to a member of the Safeguarding Team who will make a referral directly to Northamptonshire Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000**.
- If a child or other person is at immediate risk of harm, the first response should always be to call the police on **999**. This policy applies to all adults, including volunteers, working in or on behalf of Priors Hall – a Learning Community.
- If a concern is in relation to a member of staff at Priors Hall (who is not the Headteacher), please contact Tess McQuade on **01536 216090** ext **303** to report this concern. If a concern is in relation to the Headteacher, please contact the Chair of Governor (Sue Gardner) via

email on [sgardner@iftl.co.uk](mailto:sgardner@iftl.co.uk) or IFTL Safeguarding Lead (Kim Kemp) via email on [kimkemp@iftl.co.uk](mailto:kimkemp@iftl.co.uk).

## Appendix A – List of Paediatric First Aiders

Name	Job role
Aimee F	Admin
Andrea R	FS2
Ben L	Deputy Head Teacher
Calla H	Pastoral TA
Carly B	Early Years Practitioner - Nursery
Gemma R	FS2 TA
Harry B	Year 5 Teacher
Jessica T	Breakfast Club Assistant + Lunch Time Supervisor
Justin P	Year 5 Teacher
Karla C	Early Years Practitioner - Nursery
Lindsey J	Year 5 TA
Lucy N	FS2 Teacher
Nikki M	Admin
Sarah D	Key Stage 1 TA
Steph C	Key Stage 1 TA + Lunch Time Supervisor

### List of First Aid At Work First Aiders

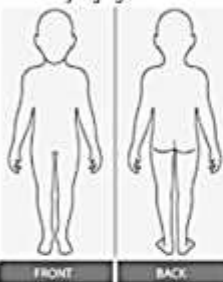
Name	Job role
Kristina M	Year 4 TA + breakfast Club Co-Ordinator

### List of Metal Health First Aiders

Name	Job role
Ben L	Deputy Head Teacher
Katie C	Year 6 Teacher
Kayleigh K	Year 3 TA
Lindsey J	Year 5 TA
Nikki M	Admin
Tess M	Head Teacher

### Appendix B – Accident Report Template



<b>First Aid</b>			
Child's Name:		Time:	Class:
Date:	Class Teacher Informed Yes <input type="checkbox"/> No <input type="checkbox"/>		Age:
Position of injury:  What visible marks, graze or cuts are there?  What is the child's emotional state?			
Cause (what happened):		Include witnesses, height, force, surface, equipment, location	
Treatment:			
Any other comments:			
Bumped Head	Parents contacted	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Letter	Sticker	Who phoned?	
		What time?	
Further Action	Should the child be monitored? (ensure this is in place)		
	By Whom?		
	Has the child been sent home? Yes <input type="checkbox"/> No <input type="checkbox"/>		
First Aider's Signature		2 <sup>nd</sup> First Aider's Signature – if needed	
Print Name:		Print Name:	

## Appendix C – Training Register

Name	Job role	Date Training Completed	Date Training Expires
Aimee F	Admin		
Andrea R	FS2 TA		
Ben L	Deputy Head Teacher	09.02.21	09.02.24
Calla H	Pastoral TA		
Carly B	Early Years Practitioner – FS1		
Gemma R	FS2 TA	07.07.20	07.07.23
Harry B	Year 6 Teacher		

Jessica T	Breakfast Club + Lunch Time Supervisor	09.02.21	09.02.24
Justin P	Year 5 Teacher	09.02.021	09.02.24
Karla C	Early Years Practitioner - FS2	07.07.20	07.07.23
Kristina M	Year 4 TA	13.10.20	13.10.23
Lindsey J	Year 5 TA		
Lucy N	FS2 Teacher		
Nikki M	Admin		
Sarah D	KS1 TA		
Steph C	KS1 TA + Lunch Time Supervisor		