

First Aid Policy

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

Roles and responsibilities

First aiders

The school has trained paediatric first aiders, who are those specifically trained to work with under 5 years old. All members of the Senior Leadership Team hold paediatric first aid training and 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Numerous other members of staff are trained in First aid at work and qualified to carry out the role (see section 7) and are responsible for:

- acting as first responders to any incident; 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, after an incident
- All first aid trained staff are named on a board in the staff room and on display in reception.

The Athelstan Trust and Governing Body

The Athelstan Trust 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 body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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 delegating 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
- Ensure the reporting of specified incidents to the HSE and The Athelstan Trust when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Always calling a first aider to deal with any incident
- Ensuring they know who the first aiders in school are
- Informing the Headteacher/ Deputy Headteacher of any specific health conditions or first aid needs

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- Non-qualified first aiders can administer basic first aid for minor injuries and record incident but must get this checked and signed by a qualified first aider who needs to see the child and injury
- When recording information on the first aid form, use full names, job title and clear recording of incident. It must record where the injury is on the child, where and how it happened
- If a child has a severe head bump, facial injury, is bleeding profusely or has any type of injury where you are unsure or it looks to need professional medical attention, call a member of SLT without delay, to come and assess the situation and decide if further assistance is needed from a colleague or the emergency services.
- A pupil must not leave school following a severe first aid injury without a copy of a first aid note signed by SLT
- The first aider/SLT will also decide whether the injured person should be moved or placed in a recovery position
- If SLT judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, SLT will recommend next steps to the parents
- If emergency services are called, the Headteacher or member of SLT or if not available the School Admin team will contact parents immediately
- The relevant member of staff will complete a first aid note on the same day 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 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.
- There will always be at least one first aider with a current first aid certificate on school trips and visits and a current paediatric first aid certificate 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:

- Regular and large bandages
- Adhesive tape
- Disposable gloves
- Water spray bottle
- Gauze dressings
- Cold compress

No medication is kept in first aid kits. First aid kits are stored in the staff room and classrooms. Sealed first aid kits for critical incidences including for burns are in DHT/AHT office and the SBM office. The defibrillator is stored in the staff room.

Record-keeping and reporting

First aid and accident record book

A first aid form is completed if the injury needs only very minor first aid- a wipe, cold compress or ice pack for a short time. A copy of the form is sent home with the pupil. Parents are notified directly by text or phone call about any head bumps.

A Trust Accident/Incident Report and Investigation form (Accident/Near Miss/Aggression) will be completed, in detail by the relevant member of staff as soon as possible after an incident resulting in an injury. This will be recorded online by SBM.

Records held in the first aid and accident book will be retained by the school in line with statutory requirements.

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 a pupil or employee is away from work or school unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Near-miss events that do not result in an injury, but could have done e.g. 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>

Notifying parents

The class teacher or teaching assistant 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 via a

first aid note or if more serious on the phone or in person. A text message will always be sent to parents for children experiencing a head bump.

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.

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

At all times, at least 1 staff member on site 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 every 2 years.

At every review, the policy will be approved by the full governing body.

Reviewed: March 2024

Reviewed: February 2026

Next review: February 2028

Links with other school and Athelstan Trust policies

This first aid policy is linked to the

Health and safety policy

Risk assessments

Policy on supporting pupils with medical conditions

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



First Aid/Emergency Contact List

Ambulance: 999

Police 999 or 101 (non-emergency)

Fire 999 or Fire Station (non-emergency) 01249 691000

Local Doctors Surgeries

- Hathaway: 01249 462775
- Rowden: 01249 444343
- Lodge: 01249 479809

Hospitals

- Chippenham Hospital: 01249 447100.
- Bath RUH: 01225 428331.
- Great Western Hospital: 01793 604020.