



## Broadfield Primary School First Aid Policy

<b>Approved Date: March 2021</b>
<b>Approved By: Full Governing Body</b>
<b>Review Date: March 2022</b>

### **Broadfield Primary School Values and Visions**

Whilst at Broadfield we will work hard to demonstrate the values of:

**B**elief  
**R**espect  
**O**ur community  
**A**spiration  
**D**iversity  
**F**riendship  
**I**nclusion  
**E**quality  
**L**earning  
**D**etermination

In line with our mission statement:

**Together we can achieve**

### **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

### **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

### **Roles and responsibilities**

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

The school's appointed person is the Headteacher. 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 – the day to day responsibility for this lies with the school receptionist
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role 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 a First Aid Report on the same day, or as soon as is reasonably practicable, after an incident

#### **Our school's First Aiders are**

Colin Cameron	Francesca Blayds	Elaine Jolley
Ben Lees	Safria Bibi	Mohammed Ahad
Daniel Worsley	Jenna Murray	Luke Lawson Healey
Sarah Hales	Farrett Khatoon	Jo Tunnicliffe-Steele
Musserat Jabin		

Their names are also displayed prominently around the school.

All Nursery and Acorns staff will undertake Paediatric First Aid Training within 3 months of joining the Nursery Team (in accordance with current guidelines and to be included in ratios).

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.

### **The Headteacher**

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

- Ensuring that an appropriate number of trained first aiders 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

### **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 for all incidents they attend to where a first aider is not called
- Informing the Headteacher of any specific health conditions or first aid needs

### **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 the scene until help arrives

- The first aider will administer any emergency medicine as required in accordance with the child's Medical Healthcare Plan
- 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 office staff will contact parents immediately
- The first aider 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 school mobile phone
- A portable first aid kit
- Information and medication relating to the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher 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.

### **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 – medication will be securely stored in accordance with a child’s Medical Healthcare Plan.

First aid kits are stored in:

- The office
- Each class
- Portable first aid is available

### **Record-keeping and reporting**

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

- An accident form will be completed by the first aider 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
- An epilepsy reporting form must be completed following any type of seizure which takes place during school.
- Normal small issues such as a graze or bump will be recorded in the official school First Aid book. A slip will be given to the child to give to their parent/carer.
- If a child has had a bump to the head, the first aider will contact the parent/carer to inform them of what has happened.

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

The business manager 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 business manager 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:

Most recent list from HSE Website:

- **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

- **Specified injuries to workers**

- 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) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- 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
  - requires resuscitation or admittance to hospital for more than 24 hours
- For further guidance on [specified injuries](#) is available.

- **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

- **Over-three-day incapacitation**

**Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)' (see above).

- **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;

- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available.

- **Dangerous occurrences – see H&S website for full list**
- **Gas incidents – see H&S website for full list**

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

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>

### **Notifying parents**

The office staff 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.

### **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 MASH team of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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.

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.

### **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

- Policy on supporting pupils with medical conditions
- The Individual Pupil’s Medical Healthcare Plan

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school’s Data Protection Policy.

<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
Medical records  Personal contact details	Personal Identification Data	Legally Required To manage the child’s specific needs  Keeping Children Safe in Education  Communication  Government Legislation	Head teacher and governing body  Passed on to Police / Ambulance service/external agencies if appropriate	Initially Completed On Paper	Held On File for 25 years

As such, our assessment is that this policy:

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
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