



# The Oak Partnership

## First Aid Policy

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

# First Aid Policy

## Document Information

	Information
Document author:	Strategic Safeguarding Lead
Document approval:	Local School Committees
Publication date:	July 2024
Review schedule/ date:	Annual
Distribution:	School website
Document status:	Version 1.0

## Version Control

Version	Issue Date	Amended by	Comments
1.0	July 2024	BR	Created using 2024 Key model policy and DfE 2022 First Aid Guidance.

## Contents

1. Aims .....	4
2. Legislation and guidance .....	4
3. Roles and responsibilities .....	4
3.1 Appointed person(s) and first aiders .....	5
3.2 The governing board .....	5
3.3 The headteacher .....	5
3.4 Staff .....	6
4. First aid procedures .....	6
4.1 In-school procedures .....	6
4.2 Off-site procedures .....	7
5. First aid equipment.....	7
6. Record-keeping and reporting .....	8
6.1 First aid and accident record book .....	8
6.2 Reporting to the HSE .....	8
School staff: reportable injuries, diseases or dangerous occurrences.....	8
Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences .....	9
6.3 Notifying parents/carers (early years only).....	10
6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY).....	10
7. Training .....	10
8. Automated Defibrillator All schools have an automated external defibrillator (AED) as part of their first aid equipment. The AED should be stored in a known location (see appendix 1) with a location poster and first aid training should involve training on how to use the device. Further details are provided in the AED guide for schools.....	10

*First Aid Policy*

LOCAL FIRST AID INFORMATION - APPENDIX 1: ..... 11

## 1. 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

## 2. Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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.

## 3. Roles and responsibilities

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

## *First Aid Policy*

Beyond this, in all settings- and dependent upon an assessment of first aid needs- there should be a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employee's work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

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

Our school's appointed person and/ or first aiders are listed in appendix 1. Their names will also be displayed prominently at the school site.

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 as, or as soon as is reasonably practicable, after an incident .
- Keeping their contact details up to date

### **3.2 The governing board**

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 and oversight and policy sign off to the Local School Committees.

### **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
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

## *First Aid Policy*

- 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents where first aid is administered or results in medical treatment beyond school
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **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 the 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, in consultation with the Head Teacher or a member of Senior Leadership Team, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the school office administrator or member of teaching staff will contact parents/carers immediately
- The first aider/ 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

## *First Aid Policy*

If the school has an EYFS setting, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **4.2 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 including (fully equipped to meet needs of trip)
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box (fully equipped to meet the needs of the trip).

There will also be at least one first aider on each trip. In schools with an EYFS setting, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

## **5. First aid equipment**

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, employers should provide at least one fully stocked first aid container for each site. Additional first aid containers may be needed for large or split-level sites, distant sports fields or playgrounds, any other high-risk areas and any offsite activities. All first aid containers should be marked with a white cross on a green background.

A typical first aid kit (based on HSE guidance) in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in locations listed in appendix 1.

## **6. Record-keeping and reporting**

### **6.1 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:
  - ✓ date, time and place of incident
  - ✓ name of injured or ill person
  - ✓ details of the injury or illness
  - ✓ details of what first aid was given
  - ✓ what happened immediately after the incident (for example, went home, went back to class, went to hospital)
  - ✓ name and signature of first aider or person dealing with the incident
- For accidents involving pupils, a copy of the accident report form will be retained by the school and a copy sent home
- Records held in the first aid and accident book will be retained by the school for a minimum of for DOB plus 25 years for children and DOB plus 6 years for adults

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

The Head Teacher (or member of staff assigned by them) will report reportable accidents to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. This is done via EEC Live.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

The school is to log all relevant incidents on EEC Live for review by the H&S advisor. H&S advisor to make RIDDOR reports as required under legislation.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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

## *First Aid Policy*

- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Head Teacher (or member of staff assigned by them) will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*

## *First Aid Policy*

- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

The school is to log all relevant incidents on EEC Live for review by the H&S advisor. H&S advisor to make RIDDOR reports as required under legislation.

### **6.3 Notifying parents/carers (early years only)**

The relevant member of staff will inform parents/carers 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/carers will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)**

The Nursery Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Nursery Manager will also notify Somerset Local Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## **7. 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Automated Defibrillator**

All schools have an automated external defibrillator (AED) as part of their first aid equipment. The AED should be stored in a known location (see appendix 1) with a

## *First Aid Policy*

location poster and first aid training should involve training on how to use the device. Further details are provided in the [AED guide for schools](#).

### **LOCAL FIRST AID INFORMATION/ ASSESSMENT OF NEEDS- APPENDIX 1:**

<b>Name of setting:</b>	West Monkton Church of England School	
<b>Number of first aiders and/ or appointed persons:</b>	<b>First Aid Qualification Held</b>	<b>Date of Expiry</b>
1 Staff Member	Emergency First Aid At Work	7 <sup>th</sup> July 2025
1 Staff Member	Emergency First Aid At Work	10 <sup>th</sup> October 2026
4 Staff Member	Emergency First Aid At Work	26 February 2027
4 Staff Members	Emergency First Aid At Work	27 <sup>th</sup> February 2027
1 Staff Member	Emergency First Aid At Work	20 <sup>th</sup> October 2027
2 Staff Members	Emergency First Aid At Work	5 <sup>th</sup> November 2027
3 Staff Members	Emergency First Aid At Work	6 <sup>th</sup> November 2027
11 Staff Members	Emergency First Aid At Work	6 <sup>th</sup> March 2028
5 Staff Members	Paediatric First Aid	12 <sup>th</sup> July 2025
1 Staff Member	Paediatric First Aid	14 <sup>th</sup> July 2025
1 Staff Member	Paediatric First Aid	10 <sup>th</sup> October 2026
5 Staff Members	Paediatric First Aid	28 <sup>th</sup> February 2027
3 Staff Members	Paediatric First Aid	1 <sup>st</sup> March 2027
2 Staff Members	Paediatric First Aid	6 <sup>th</sup> November 2027
3 Staff Members	Paediatric First Aid	7 November 2027

## *First Aid Policy*

<b>Number of First Aid Kits in School:</b>	6 (2 portable kits)
<b>Location of First Aid Kits</b>	Reception class share a first aid kit. Medical Room Staff Room Kitchen
<b>Location of AED:</b>	In the heart space outside the medical room.
<b>Location of Accident Book:</b>	Accident book is kept with the first aid equipment in the medical room.
<b>Location of accident books archives:</b>	In the school office