



Name of Policy	First Aid
Date last reviewed	November 2022
Date to be reviewed	November 2024
Governor Committee	Resources
Key Member of staff	Headteacher/Business Manager
Statutory	No

Duxford Church of England Community Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Contents

1. Introduction	3
2. Roles and responsibilities	3
3. Arrangements for monitoring and evaluation	4
4. Re-assessment of first aid provision	4
5. Providing Information	4
6. Provision	4
7. Qualifications and Training	5
8. First Aid materials, equipment and facilities	5
9. Accommodation	5
10. Hygiene/Infection control	5
11. Reporting accidents	6
12. Record keeping	6
13. Monitoring	7
Appendix 1 – Management of First Aid equipment	8
Appendix 2 – First Aid incidents	9

1. Introduction

1.1 Purpose:

To ensure that the welfare and well being of pupils is secure.

This policy outlines Duxford CofE Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed annually.

1.2 Aims

- To identify the first aid needs of the School in line with the [Health and Safety at Work etc Act 1974](#).
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

1.3 Objectives

- To appoint the appropriate number of suitably trained people as 'Appointed Persons' and First Aiders to meet the needs of the school.
- To provide relevant training.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

1.4 Who was consulted?

Staff and Governors have been consulted in the development of this policy.

1.5 Relationship to other policies

This policy should be read in conjunction with the school's Health and Safety policy and the local authority policy relating to educational visits.

2. Roles and Responsibilities

2.1 The School Business Manager

The School Business Manager is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. They should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

They must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

2.2 The Appointed Person

The Appointed Person (the Headteacher) need not be a First Aider, but should have undertaken emergency first aid training.

They will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

2.3 First Aiders

First Aiders are volunteers, however they must attend refresher training every 3 years.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Heads should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

3. Arrangements for monitoring and evaluation

The governing body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

4. Re-assessment of first aid provision

As part of the School's annual monitoring

- The Headteacher will review the School's first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Headteacher will monitor the number of trained first aiders, and provide refresher first aid training when required.
- The Headteacher will also monitor the emergency first aid training.
- The first aider will check the contents of the first aid boxes termly.

5. Providing Information

The Headteacher will ensure that all staff are informed about the school's first aid arrangements.

The Business Manager will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board in the staff room.
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

6. Provision

How many first aid personnel are required?

The Headteacher will consider the findings of a first aid needs risk assessment in deciding on the number of first aid personnel required. The Head teacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular consideration to the following will take place:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hour's provision, eg. Afterschool clubs.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

7. Qualifications and Training

The school is responsible for making sure whoever trains its staff is competent.

There are four types of provider to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- independent training where the provider can prove their competence
- training from one of the three Voluntary Aid Societies recognised by the government:
 - St John Ambulance
 - British Red Cross
 - St Andrew's First Aid

8. First Aid materials, equipment and facilities

The Headteacher must ensure that an appropriate number of first aid kits for the site are available, this can be decided by the level of risk identified in risk assessment and the first aid needs risk assessment.

All first aid kits must be marked with a white cross on a green background

- Each school bus must carry a first aid kit
- First aid kits must accompany PE teachers off-site

Spare stock should be kept in school. The responsibility for monitoring stock of first aid equipment is:

- In school - the Office Administrator/receptionist
- In classrooms - Teaching Assistants
- On buses - the Transport Manager
- For off-site PE - the PE lead

9. Accommodation

The Headteacher must provide a suitable room for medical treatment and care of unwell children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

10. Hygiene / Infection control

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

11. Reporting accidents

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and a
- Brief description of the nature of the event or disease.

This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity.

I.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accident to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR.

The Appointed Person or First Aider must complete incident report form on-line available at www.reportincident.co.uk/cambridgeshire

12. Record keeping

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**. Each record book must be kept for 3 years after the last entry.

Records of serious reportable injuries should be kept on the child's file and passed on the next school.

The Head teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Head teacher must have in place procedures for ensuring that parents are informed of significant incidents.

13. Monitoring

Accident records can be used to help the Head teacher and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Headteacher should establish a regular review and analysis of accident records.

This policy will be reviewed by governors every two years.

Headteacher sign Date

Governing Body sign Date

Appendix 1 – Management of first aid equipment

First aid equipment:

- Each class has its own box of first aid equipment. The contents should be checked weekly, by a trained first aider, against a checklist to ensure that all necessary products are included.
- First aid equipment not kept in classrooms will be kept in the first aid cupboard and stocks checked regularly by the reception office administrator.
- Single use icepacks are included in class first aid boxes. Multi use first aid packs, as well as small ice packs are kept in freezers (Community kitchen in the main school building, Intervention room in the mobile classrooms).
- Hot water bottles are kept in the first aid cupboard for use as warm packs. These should be wiped with an antiseptic wipe after use.

Appendix 2 – First Aid incidents

Incidents requiring first aid:

- A trained first aider should attend to incidents requiring first aid.
- The first aider should remain with the casualty and carry out observations as per their training.
- Additional help should be sought from staff members nearby as needed. 'Help Required' cards should be used as necessary – passed to another adult on duty, to a neighbouring classroom or to the office. Walkie talkies should be used to contact the office to request additional help as necessary (mobile classrooms, wildlife area, garden or KS1 playground). Walkie talkies are in all classrooms in the mobiles, a spare is kept at the school office for KS2 classes using other areas of the school site.
- All head injuries must be reported by the first aider to the school office. Calls will be made home to notify parents/carers of head injuries.
- Nose bleeds lasting longer than 15 minutes should be notified to the school office. (this is sooner than advised in 1st aid training)
- A member of SLT will be informed of any incidents requiring a phone call home. The reception office administrator will telephone parents – in her absence, calls will be made by a member of the office team or leadership team.
- When calling home, the second contact should be telephoned if the first is unavailable. Calls should be repeated if no one is available. In an emergency, 999 will be called by any member of staff.
- All calls home about first aid incidents (and behaviour) should be noted in the telephone log.
- If a trained first aider advises that further medical attention is required, a first aider and a member of the leadership team should be present when parents collect their child.