



First Aid Policy

Approved by:	Headteacher, SLT, Welfare Officer and Full Governing Body	Date: September 2017
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This policy outlines the schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors, whilst ensuring procedures are in place to meet that responsibility. It takes account of guidance from *West Sussex County Council Policies and Procedures*.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all pupils, staff 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, recording and reporting the outcomes.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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 assess 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, arrange 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 Aiders & Appointed Person

Maidenbower Junior School has the appropriate quota of **First Aid at Work (FAW)** qualified staff, with additional support of **Emergency First Aid at Work (EFAW)** trained employees. 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 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.

The school also has an Appointed Person - This is someone who is not first aid trained but is named to take charge when someone is injured or ill and a First Aider (FAW or EFAW) is absent in temporary and/or exceptional circumstances.

The Local Authority and Governing Board

West Sussex County Council has ultimate responsibility for health and safety matters in the school but delegates operational matters and day-to-day tasks to the Governing Body.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and school staff.

The Headteacher, EVC and School Business Professional

The Headteacher, EVC and School Business Professional are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aid trained staff 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 or their manager 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 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/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 Welfare Office or Admin Lead 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 mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils and appropriate medication.
- Parents/carers' contact details.

There will always be at least one (1) first aider on school trips and visits.

Medical Accommodation

We have a medical room located within the main school building. This room is equipped with:

- > First aid equipment.
- > A sink with hot and cold running water, soap and paper towels.
- > Disposable gloves.
- > Drinking water.
- > First aid box and materials.
- > Clinical waste bin lined with disposable yellow waste bag.
- > A couch with waterproof protection.
- > Clean blanket.
- > A chair.
- > Record book.
- > First aid manual.
- > A copy of the health protection poster 'Guidance on Infection Control in Schools'.

First Aid Equipment

A typical first aid kit in our school will include the following:

- > 20 individually wrapped sterile adhesive dressings (assorted sizes).
- > 2 sterile eye pads.
- > 2 individually wrapped triangular bandages, preferably sterile.
- > Safety pins.
- > 3 medium-sized sterile, individually wrapped, unmedicated wound dressings.
- > 2 large sterile, individually wrapped, unmedicated wound dressings.
- > At least 3 pairs of disposable gloves.

No medication is stored in first aid kits.

First aid kits are stored in:

- > Medical Room
- > Reception
- > Year Group areas
- > Laboratory
- > Dining Facility

Record-Keeping and Reporting

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.
- 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.

Reporting to the HSE

The Headteacher will keep a record of any accident that 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 HSE 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) 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 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.
- 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).
- 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.

How to make a RIDDOR report, HSE:

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

Notifying Parents

The school will inform parents of serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. For all instances of bumped heads, parents/carers will be notified.

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.

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.

Monitoring Arrangements

This policy will be reviewed by the school every 2 years. At every review, the policy will be approved by the Headteacher and Full Governing Body.

Links with Other Policies

This first aid policy is linked to the:

- Health and Safety policy.
- Supporting Pupils with Medical Conditions policy.