

# First Aid Policy

Applies to: Whole School including EYFS

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Policy written by	Mrs Boulton	Mrs Flynn	Mrs Boulton	Mrs Flynn	Mrs Flynn
Policy seen by governors	Mrs Wilcox	Mrs Wilcox	Board Meeting 20/09/23	Board Meeting 18/03/24	N/A Immaterial Change
Date of next review	September 2024	September 2023	September 2024	September 2024	September 2024

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

## Contents

### **Section**

1. [Scope](#)
2. [Objectives](#)
3. [Risk Assessment](#)
4. [Responsibilities](#)
  - 4.1 [The Trustees and Governing Body](#)
  - 4.2 [The Headmaster](#)
  - 4.3 [Bursar and Health & Safety Lead](#)
  - 4.4 [First Aiders](#)
  - 4.5 [Staff](#)
  - 4.6 [Parents](#)
5. [Pupil Illness](#)
6. [First Aid Kits](#)
7. [Emergency Medical Treatment](#)
8. [Medical Care](#)
9. [Infection Control](#)
10. [Providing Information](#)
11. [Recording and Reporting Incidents](#)
  - 11.1 [RIDDOR](#)
  - 11.2 [Accident Books for Pupils](#)
  - 11.3 [Accident Books for Staff, Visitors, Contractors etc.](#)
12. [Monitoring and Review](#)

[Appendix 1 – First Aiders List](#)

[Appendix 2 – Accident/Incident Form](#)

This policy is applicable to all those involved in the provision of first aid related to school activities, including the Early Years Foundation Stage (EYFS).

## **2. Objectives**

This policy is in place to ensure:

- That there is an adequate provision of appropriate first aid at all times.
- That where individuals have been injured there are suitable mechanisms in place to provide remedial treatment in a timely and competent manner.

## **3. Risk Assessment**

The Bursar and Health & Safety Lead will undertake an annual risk assessment to determine the school's first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split levels.
- Location of the school.
- Specific hazards or risks onsite.
- Staff or pupils with special health needs or disabilities.
- Previous record of accidents / incidents at the school.
- Provision for lunchtimes and breaks.
- Provision for leave / absence of first aiders.
- Offsite activities, including trips.
- Practical departments, such as science, technology and PE.
- Out of hours activities.
- Contractors on site and agreed arrangements.

## **4. Responsibilities**

### **4.1 The Trustees and Governing Body**

The Trustees and Governors are responsible, under the Health and Safety at Work Act (HASAWA) 1974, for ensuring that the Health and Safety legislative duties placed on the School are adhered to and followed by all who work on the School's premises or for the School off-site. At Branwood, this includes responsibility for the Headmaster, teachers, non-teaching staff, pupils and visitors (including contractors).

The Trustees and Governors have appointed one of their members, Mr Mark Foster, to have oversight of health and safety at Branwood. Mr Foster is a member of the Health and Safety Committee, and is responsible for ensuring that the School has a Health and Safety policy that satisfies regulatory compliance.

The Trustees and Governors, under the guidance of Mr Foster, will, in addition to the above, make sure that the insurance arrangements provide full cover for claims arising from actions of staff

carrying out first aid treatment within the scope of their employment. Additionally, the Trustees and Governors will ensure that:

- the provision of first aiders fulfils statutory requirements
- first aid training fulfils statutory requirements
- the first aid procedures fulfil statutory requirements

#### **4.2 The Headmaster**

The Headmaster is responsible for putting the Governing Body's policy into practice. He will:

- ensure that parents and pupils are aware of the First Aid Policy including arrangements for first aid such as location of equipment, facilities and first aid personnel. This information is on the School Website for staff and parents.
- evaluate the success of this policy and review the school's first aid needs in conjunction with the Bursar and Health & Safety Lead.
- ensure adequate numbers of staff and adults are qualified to administer First Aid.

#### **4.3 Bursar and Health & Safety Lead**

The Bursar and Health & Safety Lead, in conjunction with the Headmaster, is responsible for:

- ensuring that at least one member of staff with a current paediatric first aid qualification is on the premises when EYFS children are present.
- ensuring that at least one member of staff with adequate first aid training is on the premises when any other children are present.
- ensuring that practical arrangements for first aid are available at the point of need, as identified by risk assessment.
- ensuring adequate access to appropriate first aid equipment; including first aid provision for school trips (please see the School Trips Policy for further information).
- ensuring that first aiders receive sufficient training to be competent in undertaking their duties, including any specific training for pupils with particular medical conditions (e.g. asthma, epilepsy and diabetes).
- ensuring that hygiene procedures are in place for dealing with the spillage of bodily fluids.
- ensuring that procedures are in place for all accidents to be recorded and parents informed.
- ensuring that the school has at least 1 member of staff who is 'First Aid at Work' trained.
- ensuring that all staff accidents are recorded and reported to relevant authorities appropriately.
- updating the lists of qualified first aiders that are displayed around the school (see [Appendix 1](#)).
- arranging refresher first aid training as needed.

#### **4.4 First Aiders**

The majority of staff at Branwood are qualified first aiders. A selection are also paediatric first aid trained.

First aiders are required to offer assistance in the event of an injury/illness during the normal school day and any other school activities including trips and residential trips.

The main duties of a first aider are to:

- Take charge when someone is ill or injured
- Make an initial assessment of the injury or illness
- Give appropriate first aid as necessary
- Call the emergency services if they are needed (the first aider can delegate this responsibility to another person to enable them to continue administering first aid)
- Maintain accident/illness records as appropriate
- Replenish first aid supplies as required
- Accompany pupils on visits outside of school (a paediatric first aider will accompany EYFS pupils)
- Undertake first aid training every 3 years

A list of qualified first aiders is displayed on the health and safety notice board in the staff room (see [Appendix 1](#)).

#### **4.5 Staff**

All staff, including staff who are not first aiders, have responsibilities. These include ensuring that:

- pupils are sent to a first aider if there is any reasonable concern about an injury or illness.
- pupils are aware of the first aid procedures;
- parents are informed as quickly as reasonably practicable about any injury or illness of pupils – especially injuries involving the head.

#### **4.6 Parents**

Parents are responsible for informing the school in writing of any allergies and/or medical conditions that their child may have. All parents are informed that no food containing nuts or nut products should be sent to school.

### **5. Pupil Illness**

If a pupil becomes ill during the day the school will contact parents so that the child can be collected.

Pupils have access to the medical room in the Head's office if required.

First aiders will administer first aid and deal with accidents and emergencies or when someone is taken ill.

The school will notify parents as soon as reasonably possible if a pupil suffers anything more than a minor injury or becomes ill during the school day.

In the event of a child appearing to be seriously ill, first aiders will assess whether an ambulance needs to be called. Parents will be informed immediately and kept informed of any developments. A member of staff will always stay with a pupil in hospital until their parents have been contacted.

## **6. First Aid Kits**

First aid kits will be provided in areas of the school where accidents are considered most likely, as per risk assessment.

A first aid kit will also be taken when pupils leave the school on organised trips or participate in sports events.

First aid kits will be replenished as necessary and checked termly.

The contents of a first aid kit will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

## **7. Emergency Medical Treatment**

In accepting a place at Branwood, parents are required to give their consent for a qualified first aider to administer appropriate first aid should their child become unwell or injured.

Parents also give their consent for the Headmaster or other nominated representative to facilitate, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact the parent.

An Automated External Defibrillator ("AED") is available for use – this is stored outside the staff room in the main school building.

## **8. Medical Care**

This policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have specialist medical needs (see Managing Medical Conditions Policy)
- dealing with medicines and treatments brought to school for pupils (see Administration of Medicines Policy)

## **9. Infection Control**

See Infection Control Policy.

## **10. Providing Information**

All staff are inducted to the school upon commencement of employment, including instruction on first aid policy and procedure.

This policy is available on the school website for all staff, parents and other stakeholders.

## **11. Recording and Reporting Incidents**

### **11.1 RIDDOR**

The school complies with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which states that some accidents must be reported to the HSE.

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

### **11.2 Accident Books for Pupils (see [Appendix 2](#))**

The school will keep detailed and thorough records of injuries, incidents and first aid which has been administered. Staff members must record all incidents in the Accident Books which are maintained as follows:

- All accident books are stored on the shelf in the reception area
- KG1 accident book – KG1 staff collect prior to 8.35am and bring back by 3.15pm
- KG2 accident book – KG2 staff collect prior to 8.30am and bring back by 3.15pm
- Playground accident book –
  - staff on duty collect prior to 10.40am and bring back by 11.05am
  - lunchtime staff collect prior to 12.00pm and bring back by 1.30pm
- Aftercare accident book – aftercare supervisor collects by 3.00pm and brings back by 5.45pm
- Reception area accident book – remains in the reception area

Accident Books include details of the:

- Nature of the incident
- Name of the pupil
- Parent contacted / unable to contact parent
- Details of first aid administered
- Location of incident
- Authorised signature

All accidents to pupils must be recorded using the Accident Book immediately after first aid is administered. The reporting slips must be put into the pupils bag or handed directly to the parent (person picking up the child) on the same day as the accident / first aid incident.

### **11.3 Accident Books for Staff, Visitors, Contractors etc**

All staff / visitor / contractor accidents and incidents must be recorded, by the injured person, on the day of the incident in the Accident Book retained in the school, in the Bursar's office.

## **12. Monitoring and Review**

Accident records can be used to help the Headmaster and Head & Safety Lead to identify trends and areas for improvement. They also help to identify training or other needs and may be useful for

insurance or investigative purposes. The Headmaster will establish a regular review and analysis of accident records.

Accident book reviews are done half termly. Reviews are considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Headmaster in conjunction with the Health & Safety Lead and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the Health and Safety Committee.

For serious incidents the Headmaster will consider obtaining legal advice at the outset of any investigation. The Headmaster will contact the school insurer where any incident is felt likely to result in a claim.



**APPENDIX 1 - FIRST AIDERS LIST**

<b>Name</b>	<b>First Aid?</b>	<b>Date</b>	<b>Paediatric?</b>	<b>Date</b>
Ba, Oulimata	✓	Sept 2022		
Basger, Lucy	✓	Sept 2022		
Berry, Kim	✓	Sept 2022		
Boulton, Lisa	✓	Sept 2022	✓	March 2023
Bowcock, Carol	✓	Sept 2022		
Cheung, Esther	x		✓	June 2024
Coffey, Anne	✓	Sept 2022		
Cracknell, Karen	✓	Sept 2022		
Dickinson, Clare	✓	Sept 2022	✓	Oct 2022
Evans, Carolyn	✓	Sept 2022		
Gamage, Niranja	✓	Sept 2022		
Hadcock, Marion	✓	Sept 2022	✓	June 2024
Houseman, Donna	✓	Sept 2022		
Jeykishnan, Rajeswary	✓	Sept 2022	✓	May 2024
Kemp, Jane	✓	Sept 2022		
Le Coq, Lucie	✓	Sept 2022		
Le Coq, Thierry	✓	Sept 2022		
MacDonald, Macy	✓	Sept 2022	✓	Oct 2022
Morais, Sonia	x		✓	June 2023
Speakman, Danielle	✓	Sept 2022	✓	May 2024
Sullivan, Craig	✓	Sept 2022		
Whitehouse, Helen	✓	Sept 2022		

<b>Name</b>	<b>First Aid at Work</b>	<b>Date</b>
Jones, Louise	✓	Jan 2022
Watson, Gary	✓	Dec 2023

**APPENDIX 2 - ACCIDENT/INCIDENT FORM**

**School Accident / Illness Report Slip**

Report issued by: \_\_\_\_\_ Pupil's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_

Location and details of accident/incident/illness

\_\_\_\_\_

<input type="checkbox"/> Head injury	<input type="checkbox"/> Vomiting/Nausea	<input type="checkbox"/> TLC applied
<input type="checkbox"/> Asthma	<input type="checkbox"/> Sprain/Twist	<input type="checkbox"/> Collected from school
<input type="checkbox"/> Bump/Bruise	<input type="checkbox"/> Nosebleed	<input type="checkbox"/> Parent/Carer contacted
<input type="checkbox"/> Cut/Graze	<input type="checkbox"/> Stomach pain/Upset tummy	<input type="checkbox"/> Unable to contact parent
<input type="checkbox"/> Headache/High temperature	<input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth	<input type="checkbox"/> Well enough to stay in school after first aid

Details of treatment and additional comments: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

**IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.**

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