



## First Aid Policy

Updated: 12-19  
Prepared by: JUH

Next Review: 12-20  
Approved by: FRJ/SHCC

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Aim**

To set out clearly the principles and procedures for first aid at the School.

### **Status**

The Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors (including visiting teachers and other adults who are self-employed, employees of external contractors and providers of services and volunteers) on the School site and on School-related educational visits and activities.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **Roles**

- Health & Safety Co-ordinator: the Bursar (Mrs Sharon Chen Cooper)
- Principal First Aider: the School Secretary (Mrs Frances Jones)

### **First aid organisation**

The School's arrangements for carrying out the Policy include the following key principles:

- Governors' duty to approve, implement and review this Policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of significant occasions where first aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out first aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in School which require first aid treatment
- Provision of information to employees on the arrangements for first aid
- Undertaking a risk assessment of the first aid requirements of the School

## **Medical room**

In compliance with The Education (School Premises) Regulations 1999, the Governors will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Smooth-topped work surfaces
- Range of first aid equipment and proper storage (secure, where appropriate)
- Chairs
- Low bed, blankets and pillows
- Soap
- Protective gloves for first aiders
- Suitable refuse container (foot operated) lined with appropriate bag
- Appropriate record keeping systems and facilities
- Telephone

The School's medical room is located next to the School Office.

There is a Mediana defibrillator with instructions for use in the School Office.

The Principal First Aider conducts a termly risk assessment of the medical room.

## **Practical first aid arrangements**

First aid boxes in the School are located as follows:

Kitchen, School Office, Main Building corridor, EYFS, Science room, After School Care and with the Head of PE. There also is a first aid kit in each classroom for the use of teachers.

In addition, there are travel kits for educational visits and match fixtures. The contents of these boxes vary according to location and are checked on a regular basis by the Principal First Aider.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. The nearest box to the playground is in the Main Building corridor. If the teacher requires assistance, they should send the accompanied pupil to the School Office for attention from the Principal First Aider or send a pupil to request that she comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the Principal First Aider.

## **Duties of staff to record and report accidents, incidents and injuries**

### **Accident, incident and injury definitions**

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting

in an injury, for example being pushed over and hurting your knee. An injury is damage caused to a person's body by an accident or attack. Minor injuries include scratches, grazes, paper cuts and small bruises.

The School is required to maintain a record of accidents, incidents and injuries to employees and pupils. These records are to be retained in the School Office for a minimum of three years. The School should not retain copies for longer than necessary in order to comply with the requirements of data protection law<sup>1</sup>, except that, as required by the Independent Inquiry into Child Sexual Abuse, the School will retain copies for the duration of the Inquiry.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and School activities must be reported to the Health & Safety Co-ordinator or through the Principal First Aider. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a School activity is involved. A regular report is to be made to the Governors by the Health & Safety Co-ordinator. See also reporting requirements under RIDDOR and for EYFS below.

Accident/incident report forms produced by The Health and Safety Executive (HSE) are used. Action required by staff of Years 1 to 6 pupils is as follows:

- The person reporting the accident/incident completes the relevant parts of the form and submits it to the Principal First Aider who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day
- Near incidents/accidents (known as 'near misses') are reported in the same way
- The Principal First Aider maintains a central log of all accident report forms
- The Principal First Aider considers the report and decides on any further action required before filing the form for retention in the folder of accident records held in the School Office
- Another copy is placed in the pupil's individual file
- Serious accidents/incidents should be reported orally as quickly as possible
- Action required by EYFS staff is similar. Records of all but their most serious accidents are kept in EYFS
- Accident/incident records are inspected termly by a Governor

### **Minor cut and graze definitions**

An injury is defined as a minor cut or graze when only the surface layer of the skin is cut or scraped off.

If a pupil receives more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents from the School Office. HSE guidance on cuts and grazes can be found at the end of this Policy.

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<sup>1</sup> General Data Protection Regulation (EU 2016/679), the UK Data Protection Act 2018 and related legislation, The Privacy and Electronic Communications Regulations 2003 and the Protection of Freedoms Act 2012.

## **Bump to the head definition**

The National Institute for Health and Clinical Excellence (NICE) defines a head injury as any trauma to the head other than shallow injuries on the surface of the face.

Any bump to the head suffered by any pupil must be recorded. The parent should be notified by email in the form of the Appendix hereto, a copy of which should be kept on file by the Principal First Aider. EYFS parents are requested to acknowledge receipt of the form by return email. If there is visible grazing or a visible bump, parents should be contacted immediately by the School Office. HSE guidance on head injuries can be found at the end of this Policy.

Pupils who begin to feel ill during the school day should be sent to the School Office if unable to participate in class activities. The Principal First Aider will look after them and decide whether or not parents need to be informed and/or asked to collect them from School.

## **Transport to hospital or home**

The Principal First Aider will determine the sensible and reasonable action to take depending on the circumstances of each case.

Where the injury is an emergency an ambulance will be called, following which the parents will be called.

Where hospital treatment is required but is not an emergency, the Principal First Aider will contact the parents in order for them to take over responsibility for the pupil.

## **Hygiene procedures for disposal of body fluids (clinical waste management)**

### **Clinical waste definition**

The legal definition of clinical waste is given in the Controlled Waste Regulations 2012:

*“clinical waste” means waste from a healthcare activity (including veterinary healthcare) that (a) contains viable micro-organisms or their toxins which are known or reliably believed to cause disease in humans or other living organisms, (b) contains or is contaminated with a medicine that contains a biologically active pharmaceutical agent, or (c) is a sharp, or a body fluid or other biological material (including human and animal tissue) containing or contaminated with a dangerous substance within the meaning of Council Directive [67/548/EEC](#) on the approximation of laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances, and waste of a similar nature from a non-healthcare activity;”*

### **Bodily fluids definition**

Bodily fluids include blood, urine, faeces and vomit.

The safe disposal of clinical waste, including bodily fluids, is a shared responsibility of the Principal First Aider and the Site Manager. Approved yellow bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the

School by our authorised contractor. A link to HSE guidance on cleaning up bodily fluids can be found at the end of this Policy.

## **Responsibilities**

The Headteacher and the Health & Safety Co-ordinator appoint the Principal First Aider and the relevant sections of her job description are detailed below.

In general, the Principal First Aider will:

- Take charge when someone becomes injured or ill
- Look after the first aid equipment, including restocking when required
- Check all first aid materials are within their 'use by' date
- Ensure that an ambulance or other further professional medical help is summoned when appropriate
- Oversee records of all first aid incidents at the School

## **Information on first aid arrangements**

The Health & Safety Co-ordinator will ensure that all employees at the School are informed of the following:

- The arrangements for reporting and recording accidents
- The arrangements for first aid
- Those employees with first aid qualifications
- The location of first aid boxes

In addition, the Health & Safety Co-ordinator will ensure that signs are displayed throughout the School providing the following information:

- Those employees with first aid qualifications
- The location of first aid boxes

## **First aid training**

The Principal First Aider and additional first aiders receive advanced training every three years. There are several members of staff who have additional 3 or 4 day training and at least one of these is always present on the premises when pupils are present. EYFS staff receive paediatric first aid training and one at least of these is always present in School with pupils and also accompanies their outings. The School meets its statutory requirements for paediatric first aid training under the EYFS statutory framework. All staff are trained in the use of the Mediana defibrillator. An up-to-date record of first aid training is maintained by the HR & Compliance Officer.

## **Administration of first aid and medicines to pupils**

The School acknowledges that pupils may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury.

The School will administer medication provided that the parent(s) of the pupil adheres to the following safety guidelines:

- The School will administer medication in School provided written permission and with full instructions regarding frequency and dosage etc., has been received from the parent(s)
- Medication must be received by the School in the original, intact container or packaging. The pharmacy label should be clear and not obstructed in any way
- Medication should be brought to School by a responsible person. This person will, if possible, be the parent. A written letter giving all information contained on the Administration of Medication to Pupils form must also accompany the medication
- For Years 1 – 6, non-prescription medication (such as infant paracetamol or ibuprofen) will only be administered when parental permission has been given to the Principal First Aider by telephone
- For EYFS, written permission is required for the administration of both prescription and non-prescription medication
- For EYFS, all medication must be handed in by an adult to an adult

## **RIDDOR**

The Governors are aware of their statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the HSE as it applies to employees:

### **1) 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.

### **2) 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

### **3) 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.

#### **4) 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. As we are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1987, that record will be enough.

#### **5) 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.

Detailed information on RIDDOR reporting requirements can be found here:

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

The Health & Safety Co-ordinator or, in her absence, the HR & Compliance Officer (after checking with the Headteacher), is responsible for notifying the HSE in applicable cases.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). For out-of-hours incidents involving work-related death, serious incident causing multiple casualties or major disruption, ring the duty officer on 0151 922 9235.

Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known.

#### **Ofsted**

There is a duty under the Statutory Framework for the Early Years Foundation Stage to notify Ofsted of a serious accident, injury or death of a child in our EYFS provision within 14 days of the incident. Ofsted recommends that the relevant local authority child protection agency is notified at the same time.

Ofsted may be contacted on 0300 1234 234 or by email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

## **Charity Commission**

There is a duty to report protecting people and safeguarding incidents (where a beneficiary or other individual connected with the charity's activities has/alleges to have suffered serious harm) to the Charity Commission.

Charity Commission serious incident reporting line: Tel 0300 065 2199

Charity Commission online reporting form

<https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

There is a statutory duty to keep a record following enquiries from the Department for Work and Pensions concerning claims for any of the prescribed industrial illnesses.

## **Arrangements for pupils with particular medical conditions**

Parents are required to give details in writing and discuss with the School Office staff any long term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the School has the necessary medication and that the appropriate information is recorded and held on record.

Staff are given lists of pupils with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of children with allergies attached to their photographs.

- Pupils suffering with asthma are required to have an in date inhaler/reliever in School
- Pupils suffering with allergies who have been prescribed epi-pens are required to have an in date epi-pens plus Piriton in School

## **Communicable Diseases**

The School Office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as chicken pox or measles. The School will then inform any parents of children who may have been in contact with this child. Outbreaks of, for example, head lice or threadworms are notified to all parents by ParentMail.

The School keeps abreast of HSE guidance on specific infections, epidemics and pandemics.

## **Return to School after illness**

If a child is ill the child should remain away from School until able to fully participate in the school day. In particular if a child has had diarrhoea or vomiting hours the child must be clear of this for a 48 hour period before returning to School. If a child has had a higher than normal temperature, this must register within the normal range for a 24 hour period before the child returns to School. It may be advisable to avoid swimming for a longer period.

## **Review of First Aid Policy**

The First Aid Policy is reviewed on an annual basis.

## Reference

Health and Safety (First Aid) Regulations 1981

Health and Safety at Work Act 1974

The Education (School Premises) Regulations 1999

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Statutory framework for the early years foundation stage 2017

The Controlled Waste Regulations (England and Wales) 2012

Social Security (Claims and Payments) Regulations 1987

Social Security Administration Act 1992

General Data Protection Regulation (EU 2016/679)

Data Protection Act 2018 and related legislation

The Privacy and Electronic Communications Regulations 2003

Protection of Freedoms Act 2012

Public Health England: *Guidance on Infection control in schools and other childcare settings* (2017):

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

Department for Education (DfE) *Advice on standards for school premises* (2015):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/410294/Advice\\_on\\_standards\\_for\\_school\\_premises.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf)

DfE *Guidance on First Aid for schools*:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

MOSA Guidelines:

<http://www.mosa.org.uk/mosa-guidelines.asp>

Government guidance on how to report a serious incident in a charity

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Defibrillator instruction video

[https://www.youtube.com/watch?v=QZR\\_3U5iESE](https://www.youtube.com/watch?v=QZR_3U5iESE)

Cuts and grazes

<https://www.nhs.uk/conditions/cuts-and-grazes/>

Head injuries

<https://www.hse.ie/eng/health/az/h/head-injury,-minor/>

Cleaning up bodily fluids:

<http://www.hse.gov.uk/pubns/guidance/oce23.pdf>

### **Linked Policies**

- Educational Visits Policy
- Health and Safety Policy
- Intimate Care Policy
- Physical Restraint Policy
- Privacy Notice
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy

**APPENDIX**

**FORM OF EMAIL TO BE SENT TO PARENTS IN THE EVENT OF A HEAD BUMP**

Dear \_\_\_\_\_

Your child \_\_\_\_\_ received a bump on the head today.

This is what happened:

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[child] is in good spirits and appears well. As it is our standard procedure to alert parents, we advise you should watch for signs of concussion or compression which are:

- Pale, clammy skin, mild headache (concussion)
- Flushed, dry skin, intense headache (compression)
- Confusion and sleepiness
- Nausea
- Vomiting

Please take your child to hospital if they suffer from any of these symptoms.

Please could you acknowledge receipt of this email?

Best regards,

**School Office**