



**The Piggott School: Charvil Primary**

**First Aid Policy**

'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan  
We live with love and compassion, seeking help in times of need

<b>Noted by:</b>	FGB	<b>Date:</b> 10 <sup>th</sup> February 2022
------------------	-----	---

<b>Last approved on:</b>	24 <sup>th</sup> January 2022 by the Facilities Committee	
--------------------------	---	--

<b>Next review due by:</b>	Biennially	
----------------------------	------------	--

## Contents

1. Aims.....	2
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	3
4. First aid procedures .....	5
5. First aid equipment .....	6
6. Record-keeping and reporting.....	7
7. Training.....	8
8. Monitoring arrangements .....	9
9. Links with other policies .....	9
Appendix 1: accident report form .....	<b>Error! Bookmark not defined.</b>
Appendix 2: first aid training log .....	<b>Error! Bookmark not defined.</b>

---

### 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 and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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
- DfE – Supporting pupils at school with medical conditions
- Wokingham Borough Council – First Aid for Schools document
- Wokingham Borough Council- Assessment of First Aid Needs
- First Aid at Work Qualification (FAW)

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

We aim to have a minimum of 2 FAW qualified staff on site during normal school hours to care for employees, students and/or visitors in case they are injured. In deciding upon the number of trained first aiders we have considered the nature of our site, activities undertaken, the number of staff, and the location of the school.

First aid provision is available during the school's main operational hours from Reception (8:30am until 4:30pm.)

In our Early Years Foundation Stage provision, at least 1 person has a current paediatric first aid (PFA) certificate and will be on the premises at all times. **During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps we are still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** We will discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

#### 3.1 First aiders

The First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- To follow the school's safeguarding practices to protect the students and themselves
- Acting as first responders to any incidents assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment to the best of their abilities
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

- For minor injuries, the first aid staff fill out a first aid log on the 'S' 'O' drive rather than a full accident report
- Keeping their contact details up to date
- To maintain their qualification by arranging with the school appropriate courses and attending, as required
- Checking SIMS to ensure the parents/carers have given consent for the school to administer paracetamol, antihistamines, burn gel or bite / sting relief spray before administering such first aid

Our list of qualified first aiders is kept up to date by Reception and is published in the 'Staff Handbook.' The list of qualified first aiders is also in the staff room, by the First Aid cupboard, and is sent via email to all staff, with the defibrillator code, whenever any of the details are updated.

### **3.2 Reception**

Reception are responsible for:

- Ensuring there is an adequate supply of medical materials in the first aid cupboard
- Ensuring student records on SIMS are kept up to date for those students requiring epipens and/or inhalers
- Ensuring SIMS is kept up to date with parents/carers consent for the school to administer paracetamol, antihistamines, burn gel or bite / sting relief spray

### **3.3. First Aiders**

First Aiders are responsible for

- > Replenishing First Aid kits as required
- > Reporting supply levels of medical materials to Reception, if they become low

### **3.4 The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher, the Premises Manager and staff members.

### **3.5 The Headteacher**

The Headteacher and Premises Manager are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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
- 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)

### 3.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Read the first aid policy and procedures and any subsequent amendments to these documents
- 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
- Making their Line Manager or Headteacher aware of any existing medical conditions that may affect them at work

## 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 aim to remain on 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 student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, parents/carers will be contacted as soon as possible
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- For any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation should be reported to the Headteacher and Premises Manager using the email address: RIDDOR@piggottschool.org

In our Early Years Foundation Stage provision, at least 1 person has a current paediatric first aid (PFA) certificate and will be on the premises at all times. **During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps we are still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

## 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
- Information about the specific medical needs of pupils
- Any student medication such as auto injectors, inhalers or medication kept in school for them for the trips
- Parents' contact details
- Details of the out-of-hours emergency school contacts and emergency procedures
- Emergency contact details for other members of the trip staff

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

We always try to ensure that a member of staff who is first aid trained accompanies each trip but this is not always possible. In these rare instances, we ensure that there are designated first aid trained staff at the venue. Consideration will be given to the most appropriate members of staff to accompany the trip, taking into account any specific medical needs of the students.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

For Foundation Stage trips and visits there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate, as required by the statutory framework for the Early Years Foundation Stage.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- First Aid area behind Reception
- Each classroom

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form (or for minor injuries the first aid log) 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
- A copy of the accident report form will be kept securely
- Accident report forms will be retained by the school until the student reaches 21 years of age

### 6.2 Reporting to the HSE

The Premises Manager will report any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Premises Manager will report these to the Health and Safety Executive 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)
  - 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
- Injuries where an employee is 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

### 6.3 Notifying parents

- Parents of a pupil in Foundation Stage will be notified 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.

### 6.4 Reporting to Ofsted and child protection agencies

- The Deputy Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in Foundation Stage 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 Deputy Headteacher will also notify Wokingham Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

A defibrillator is available at the school on the main playground. Defibrillator training is given by St Johns Ambulance every 3 years. The defibrillator code is clearly displayed on the first aid training list in each classroom and emailed to all members of staff.

Training for asthma, SAR'S (epipen), diabetes and epilepsy takes place annually from the Schools Nursing Team.

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

**During coronavirus:** if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.



## **8. Monitoring arrangements**

This policy will be reviewed and approved by the Facilities Committee every 2 years.

At every review, the policy will be noted by the Full Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions