



Children and learning at the heart of our CARE-ing community

## Old Fletton Primary School

### First Aid Policy

Version 3 - March 2025

#### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>First Aid</b>	Responding with appropriate action in the event of injury or illness, ensuring adequate supplies are available in first aid kits and suitable records are held.
<b>Purpose</b>	This policy sets out the procedures for providing and recording first aid actions in school and out of school.
<b>Linked policies</b>	Health & Safety Policy EYFS Policies Outdoor & Educational Visits Policy Safeguarding & Child Protection Policy Supporting Children with Medical Needs

<b>What is the policy for?</b>	This policy is for all members of Old Fletton Primary School and sets out clear procedures and responsibilities regarding situations where first aid may be necessary following injury or illness.
<b>Who has devised and contributed to this policy?</b>	This policy was initially prepared by The Key and approved by Forbes Solicitors. It has been adopted by Old Fletton Primary School and reviewed by the Headteacher, Office Manager and Lead First Aider and ratified by Governors.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	This policy will be referred to when dealing with requests for leave of absence and will be reviewed every 2 years inline with the policy monitoring schedule.

## 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, advice from the Department for Education on first aid in schools, health and safety 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 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Fay Rumball. 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
- Ensuring that medication such as inhalers and epipens are in date ~~and in medical bags~~
- Ensuring the supply folder is up to date

First aiders are trained and qualified to carry out the role (see section 7) 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 for major injuries, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)
- Filling in details in first aid book/sheets on the same day for minor injuries, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The names of our school's appointed person and first aiders are displayed prominently around the school.

### 3.2 The local authority and governing board

Peterborough City Council Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 3.3 The headteacher

The headteacher is 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)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 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 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 pupil 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, the office staff will contact parents immediately
- ~~The first aider or relevant member of staff, supported by the office 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~~

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### 4.2 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 any relevant medication

In collaboration with the EVC risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

## 5. First aid equipment

### Main first aid kit

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
- Disposable gloves
- Plasters of assorted sizes (blue plasters in the kitchen first aid kit)
- Scissors
- Cold compresses
- Burns dressings (in kitchen first aid kit)

#### Lunchtime/Breaktime first aid bags

These will include the following:

- Plasters
- Water
- Ice pack
- Paper towels

No medication is kept in first aid kits.

First aid kits are stored in:

- The sensory room
- Main office (basic first aid equipment)
- Nursery
- Reception classroom
- The school kitchen

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- Each first aid injury will be recorded in the first aid book (kept in lunchtime first aid bags and office). This is completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. A first aid sticker (with stated injury) and/or bump sticker will be placed on the child's jumper.
- Records held in the first aid and accident book will be retained by the school for a minimum of 6 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to the Local Authority**

The Office Manager will keep a record of 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 Office Manager will report these to the Local Authority 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

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The class teacher for Early Years will inform parents, and show them the medical/first aid form, of all accidents or injuries sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

In Years 1-6 the class teacher will inform parents of any significant accident or injury (not minor bumps and scrapes). All injured children will be given a first aid sticker.

### **6.4 Reporting to Ofsted and child protection agencies**

The headteacher or deputy headteacher will notify Ofsted of any serious accident, illness or injury (typically life changing or limiting) to, or death of, a pupil 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 headteacher or deputy headteacher will also notify Peterborough City Council Children's Social Care 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 teaching staff are trained by a member of the school nursing team in the use of epipens.

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. This is held in the school office.

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

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.

## **8. Monitoring arrangements**

This policy will be reviewed and ratified by the FReSH Committee every 2 years.

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

This first aid policy is linked to the:

- Health and Safety Policy
- EYFS Policies
- Supporting children with medical conditions
- Outdoor & Educational Visits Policy
- Safeguarding & Child Protection Policy

 <p style="text-align: center;"><b>Old Fletton Primary School</b></p>			
<b>Accident Report Form</b>			
<b>Name of injured person</b>	<b>Role/Class</b>	<b>Date of incident</b>	<b>Time of incident</b>
<p><b>Details and location of incident</b> Describe in detail what happened, how it happened and what injuries the person incurred</p>			
<p><b>Action taken</b> Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</p>			
<p><b>Follow-up action required</b> Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</p>			
<b>Staff name</b>		<b>Signature</b>	