



First Aid Policy

Responsible Staff member: Sandra Cartwright

Governor Lead: Heather Archer

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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](#) and [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 First Aiders

Sandra Cartwright, Ann Pierce and Jo Steele are all trained in first aid in the workplace. Angela Fryer and Hayley Stevens are paediatric first aiders. All mentioned staff are responsible for:

- Taking charge when someone is seriously 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 (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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Every member of staff at Guildford Grove has received basic first aid training.

Our school's first aiders are listed in appendix 1.

Covid 19 Pandemic – during the pandemic children are initially treated and injuries recorded in their year group bubbles. For any major injuries a first aider is called for assistance. Staff have the opportunity every three years to complete a basic First Aid in Schools session.

3.2 The governing board

The local governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Co-Headteachers and staff members.

3.4 The Co-Headteachers

The Co-Headteachers is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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)

3.5 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 (see appendix 2) for all incidents they attend to where an appointed person is not called
- Informing the Co-Headteachers or Jo Steele of any specific health conditions or first aid needs they may have

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/ carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/ carers
- If emergency services are called, the office team will contact parents/carers immediately
- The relevant member of staff will complete an accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury. For Foundation Stage pupils individual forms are also completed, and signed by the person who picks up the child.

Covid 19 Pandemic – during the pandemic children are initially treated and injuries recorded in their year group bubbles. Minor injuries at lunchtimes are recorded in year group specific books

and information is shared with class teachers. For any major injuries a first aider is called for assistance.

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
- Parents'/ carers' contact details

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

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

For trips and visits involving pupils from other year groups there will always be at least one first aider on school trips and visits.

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
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Hand sanitiser

Covid 19 – midday supervisors have all been provided with their own essentials first aid kit.

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office

- Foundation Stage
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident book will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. For Foundation Stage pupils' individual forms are also completed, and signed by the person who picks up the child
- As much detail as possible should be supplied when reporting an accident, including date, time, name of injured party, class, location of incident, what happened, any action taken, and signature
- Records held in the accident books 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, and then securely disposed of

6.2 Reporting to the HSE

The office team makes sure the SCC online reporting forms are completed for 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).

Zoe Jones, Assistant Head, is notified of these incident reports and will review before passing 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 scalping (head trauma) 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)

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

6.3 Notifying parents/carers

The Early Years team will inform parents/carers 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.

The office team notify parents/carers of all head bumps.

6.4 Reporting to Ofsted and child protection agencies

The SLT will notify the GEP and Ofsted of any serious accident, illness or injury 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 SLT will also notify Surrey CC of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff have undertaken first aid 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 (see appendix 3).

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 by the office team every two years.

9. Links with other policies

This first aid policy is linked to the

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

10. Details to be given to the emergency services in case of a child needing hospital attention 999 or 112

1. Name of child

2. Date of birth
3. Nature of the injury
4. Details of any hazards
5. Care given so far
6. Any allergy information
7. Location of the school – Southway, Guildford, Surrey, GU2 8YD.
N51 14.620 W000 36.578

Appendix 1:

11. List of appointed persons for first aid

Staff member's name	Role	Contact details
Sandra Cartwright	First Aid at Work	Ext 201/215
Jo Steele	First Aid at Work	Ext 204
Ann Pierce	First Aid at Work	Ext 206
Angela Fryer	Paediatric First Aid	
Hayley Stevens	Paediatric First Aid	Ext 221

Appendix 2: accident report form

**Guildford Grove Primary School
Accident Book**

Date	Name	Class	Time	Accident	Where?	Action	Initial