



TRIMLEY ST. MARTIN

First Aid Policy
2020-2021

Trimley St Martin Primary School
June 2020

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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 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 persons are Samantha Ross and Kate Todd. 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.

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.

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Suffolk County Council 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 always present in the school.
- 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 a first aider/appointed person is not called.
- Informing the headteacher/Assistant Headteacher or the Business 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 Headteacher/Assistant Headteacher or Business manager will contact parents immediately.

- The first aider/relevant member of 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.
- PPE should be worn in line with guidance for Covid-19. PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. Reference to PPE means:
 - fluid-resistant surgical face masks
 - disposable gloves
 - disposable plastic aprons
 - eye protection (for example a face visor or goggles)

Cuts

All open cuts should be covered after they have been cleaned with water or a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT SHOULD WEAR PPE. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory “Bumped Head” letter to take home. The Business Manager/relevant staff member will also send home a “Bumped Head” text to parents. The child’s teacher should be informed and keep a close eye on the progress of the child.

ALL bumped head incidents should be recorded in the accident book. Ice packs should be covered in a plastic bag and once used should be thrown away in a lidded bin. Ice packs should then be wiped down with a disinfectant wipe, before being placed back in the freezer.

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.
- Parents’ contact details.

Risk assessments will be completed by the class teacher or Business Manager prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits and 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 Reception trips.

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.
- Cold compresses.
- Burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room/
- School office (at the desk).
- The Key Stage 2 First Aid Station (Between KS 2 toilets).
- The school kitchen.
- The Reception Classroom.
- Swimming pool

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff 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, including all of the information included in the accident form at appendix 2.
- A copy of the accident report form will also be added to the pupil's educational record by the Business Manager.
- Records held in the first aid and accident book 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 Headteacher or Business 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 Headteacher or Business 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 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 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

The Headteacher/Assistant Headteacher or Business Manager (or relevant staff member) will inform parents 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 Headteacher or Business Manager will notify 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 Headteacher or Business Manager will also notify Suffolk County 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 can 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 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. Coronavirus (COVID19)

What symptoms to look out for and actions to take:

- a new continuous cough
- a high temperature

- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

If anyone has any of the symptoms above they should [self-isolate at home](#).

- Anyone with symptoms of coronavirus (COVID-19) must immediately self-isolate and arrange to have a test to see if you have COVID-19.
- you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for at least **7 days** from when your symptoms started. (The [ending isolation](#) section below has more information).
- after 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you only have a cough or [anosmia](#) after 7 days, as these symptoms can last for several weeks after the infection has gone.
- if you live with others and you are the first in the household to have [symptoms](#) of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill. See the [explanatory diagram](#).
- for anyone else in the household who starts displaying [symptoms](#), they need to stay at home for at least 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period. The [ending isolation](#) section below has more information, and see the [explanatory diagram](#).
- staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- if you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.
- if you cannot move vulnerable people out of your home, stay away from them as much as possible.
- reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes.

if you have coronavirus (COVID-19):

- do **not** go to a GP surgery, pharmacy, or hospital.
- you do not need to contact 111 to tell them you are staying at home.

- testing for coronavirus (COVID-19) is not needed if you are staying at home.
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.
- if you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.

9. Monitoring arrangements

This policy will be reviewed by the Business Manager every 2 years.

At every review, the policy will be approved by the headteacher and the full governing board.

10. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy.
- COVID19 Guidance Policy
- Risk Assessment Policy.
- Policy on Supporting Pupils with Medical Conditions.
- Admission of Medicine Policy.
- Bumped Head Policy.

11. Appendix 1: list of appointed person(s) for first aid and trained first aiders

Staff member's name	Role	Contact details
Mrs Ross	Headteacher/ Appointed Person/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Todd	Business Manager/ Appointed Person/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Ms Gray	Office Admin/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Lawrence	SEND Admin/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Matthews	Assistant Headteacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs MacFarlane	SLT/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Imlach	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Hayter	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Thompson	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Bewley	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Tubby	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com

Mrs Stockdale	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Campbell	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Thurlow	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Smith	EYFS Teaching Practitioner/ Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mr Childs	Sports Teacher	01394 448313 ad.trimleystmartin.p@talk21.com
Mr Ainsley	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Allen	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mr Barnard	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Boggis	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Calver	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Conley	HLTA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Cumming	HLTA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Gillings	TA/First Aider	01394 448313

		ad.trimleystmartin.p@talk21.com
Mrs Goodhand	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Hammond	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Ms Henson	MDSA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Hewett	MDSA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Lanigan	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Osborne	MDSA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Pelling	MDSA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Rowe	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mr Southernwood	Site Manager/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Trevaskis	Cleaner/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Turner	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs Wray	HLTA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com

12. Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			
Name of person attending the incident			
Signature		Date	

13. Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Mrs Ross	Paediatric First Aid	20.10.17	19.10.20
Miss Todd	Paediatric First Aid	19.05.20	18.05.20
Ms Gray	First Aid		
Mrs Lawrence	First Aid	03.01.18	02.01.21
Mrs Matthews	First Aid	04.01.16	03.01.19
Mrs MacFarlane	First Aid	05.01.15	04.01.18
Mrs Imlach	First Aid		
Mrs Hayter	First Aid	03.01.18	02.01.21
Mrs Thompson	First Aid	03.01.18	02.01.21
Miss Bewley	First Aid		
Mrs Tubby	First Aid	19.04.18	18.04.21
Mrs Stockdale	First Aid	10.06.14	09.06.17
Mrs Campbell	First Aid	05.01.15	04.01.18
Miss Thurlow	First Aid	04.01.16	03.01.19
Mrs Smith	Paediatric First Aid		
Mr Childs	First Aid	03.01.18	02.01.21

Mr Ainsley	First Aid	23.11.18	22.11.21
Mrs Allen	First Aid		
Mr Barnard	First Aid	03.01.18	02.01.21
Mrs Boggis	First Aid	04.01.17	03.01.20
Mrs Calver	First Aid	04.01.17	03.01.20
Mrs Conley	First Aid	03.01.18	02.01.21
Mrs Cumming	First Aid	03.01.18	02.01.21
Miss Gillings	First Aid	04.01.17	03.01.20
Mrs Goodhand	First Aid	04.01.16	03.01.19
Mrs Hammond	First Aid	03.01.18	02.01.21
Ms Henson	First Aid		
Miss Hewett	First Aid	23.11.19	21.11.21
Miss Lanigan	First Aid	03.08.19	02.01.21
Mrs Osborne	First Aid		
Mrs Pelling	First Aid		
Miss Rowe	First Aid	04.01.17	03.01.20
Mr Southernwood	First Aid	03.01.18	02.01.21
Mrs Trevaskis	First Aid	04.01.17	03.01.20
Mrs Turner	First Aid	04.01.17	03.01.20

Mrs Wray	First Aid	04.01.17	03.01.20
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