



# TRIMLEY ST. MARTIN

## First Aid Policy

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> 23.11.23
<b>Last reviewed on:</b>	October 2023	
<b>Next review due by:</b>	Autumn Term 2024	

## Contents

1. Aims.....	1
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid equipment.....	5
6. Record-keeping and reporting .....	6
7. Training.....	7
8. COVID19.....	7
8. Monitoring arrangements .....	8
9. Links with other policies .....	9
Appendix 1: list of appointed person(s) for first aid and trained first aiders .....	10
Appendix 2: accident report form .....	11
Appendix 3: first aid training log .....	12

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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 1987](#), 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 the School Business Manager. 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).

### **3.4 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 current guidance for Covid-19.

### **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.

## **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 1987, 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. 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.

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

This first aid policy is linked to the

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

- Appendix 1: [list of appointed person\(s\) for first aid and trained first aiders](#)

### Currently in date

Staff member's name	Role	Contact details
Mrs. Ross	Headteacher/ Appointed Person/Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Ms. Gray	TA / MDSA Paediatric 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. Cockerill	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
Mrs. Tubby	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Campbell	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Lawrence	Teacher/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Smith	EYFS Teaching Practitioner/ First Aider	01394 448313 ad.trimleystmartin.p@talk21.com



Mr. Childs	Sports Teacher/ Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Allen	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mr. Barnard	TA/ Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Calver	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Ostler	TA/ Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Holliman	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Miss Gillings	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Goodhand	TA/ Paediatric 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 Lanigan	TA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mrs. Pelling	TA/MDSA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com

Miss Rowe	TA/ Paediatric First Aider	01394 448313 ad.trimleystmartin.p@talk21.com
Mr. Southernwood	Custodian/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	Teacher /HLTA/First Aider	01394 448313 ad.trimleystmartin.p@talk21.com

## Appendix 2: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<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>			
<b>Follow-up action required</b>			
<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>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

