	Name of School	Terrington St Clement Community School
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	Who reviewed this policy?	Amanda Conner
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First Aid Policy

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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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. At Terrington St Clement Community School, all permanent staff who work predominantly with EYFS age children are paediatric first aid trained.

All of our support staff are first aid trained. At least one trained first aider attends any school trip.

3.1 Appointed person(s) and first aiders

The school's appointed persons are the headteacher and deputy headteacher in her absence supported by Miss S Mills. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an adequate supply of medical materials is in first aid kits, and is replenished as needed.
- 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
- Keeping their contact details up to date

3.2 The local authority and governing board

Norfolk 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 body.

The governing body 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 first aid trained 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 using OSHENS online reporting tool. (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 if they are not trained themselves.
- Completing accident reports on CPOMS for all incidents they attend to.

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 or deputy headteacher in her absence will contact parents immediately. If appropriate/necessary, the headteacher or deputy headteacher will delegate this role to another member of staff.
- Any members of staff involved with the incident will record this on CPOMS and not assume someone else has reported it. This will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury

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 lead member of staff prior to any educational visit which involves taking pupils off school premises.

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.

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 Funky Food Hall
- The KS1 lower meeting room
- The MSA workstation
- The school hall
- The food technology suite
- The Family Suite
- EYFS Oranges classroom
- EYFS Lemons classroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- Less significant injuries (e.g. a minor trip/fall at playtime) and the resulting treatment will be recorded in the first aid and accident book. This information is retained for one term and then securely disposed of. Accident numbers are used for reporting and monitoring purposes and are shared with the Governing Board.
- For any incident resulting a more significant injury (e.g. where there is a need for further medical investigation/ an individual needing to go home), an accident form will be completed by the first aider on the same day or as soon as possible after an incident
- As much detail as possible should be supplied when reporting an accident, including all of the information required on the school's accident reporting forms. This is reported via the OSHENS system which is overseen by the Local Authority (LA).
- Details of the accident will also be added to the pupil's record on CPOMs by a member of the office staff.
- Records held electronically in OSHENS 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. Any pupil record on CPOMS is held electronically until a pupil turns 25 before being disposed of.

6.2 Reporting to the HSE

The headteacher 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 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 member of staff dealing with an incident will inform parents of any accident or injury sustained by a pupil, if it is considered to be more than a minor injury. All injuries to the head will be reported (see flow chart). (see Appendix 1)

6.4 Reporting to Ofsted and child protection agencies

The headteacher 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 will also notify Norfolk County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

Relevant school staff are encouraged to undertake first aid training. It is not expected they will refuse to be first aid trained as this is an important part of their role in keeping pupils safe.

All first aiders must have completed a training course, and 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.

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 headteacher every year.
At every review, the policy will be approved by the governing body.

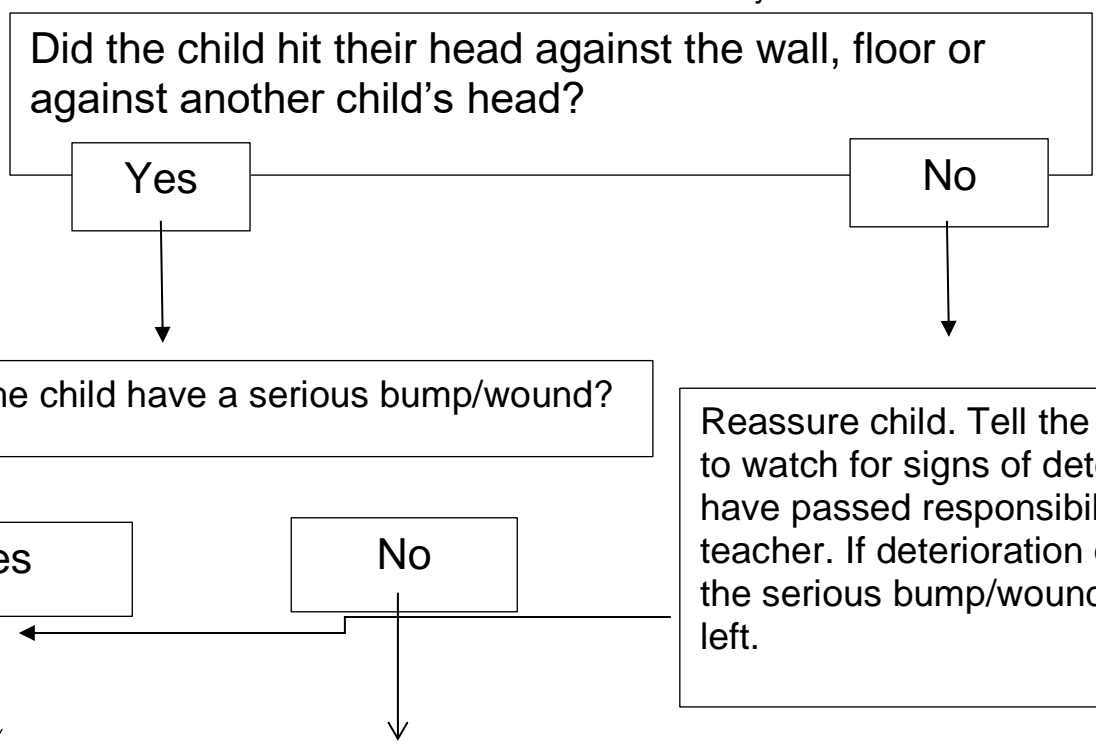
9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Intimate Care policy

Appendix 1: Head Injury Flow Chart

Use the flow chart below to see which actions are necessary.



Reassure child. Decide if the child needs to be sent home, referred for investigation at A&E or more serious injury requiring ambulance. Phone home. Fill in a head letter and complete CPOMS. If child remains in school, tell the class teacher to watch for signs of deterioration. You have passed responsibility to the class teacher.

Reassure child. Fill in a head letter. Tell class teacher to watch for signs of deterioration. You have passed responsibility to the class teacher. If deterioration occurs, follow the serious bump/wound advice to the left.

The flow chart above should be very clear. The class teacher **must always** be told if a pupil has received a head injury because they are in the best place to see how the child reacts post injury. The phonecall home is only made if there is a serious bump or wound or if there is any doubt to the extent of the injury or if the child is really distressed and this is unusual behaviour for the child. You cannot plan for every type of injury etc but 80% of giving first aid is using common sense. If in doubt, ask for a second opinion.