



# Rossmere Primary School

## First Aid Policy

Approved by:

Date:

Last reviewed on:

Next review due by:

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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

Mrs Nicola Harman is the appointed person to take charge of first aid arrangements.

### Staff responsible for administering First Aid

- There are currently 23 members of staff who hold a First Aid qualification (see appendix 2).
- All staff are required to renew their qualification every three years, in order to maintain their knowledge and skills.

### Staff responsible for administration of medicines (See Appendix 3)

- There are two members of staff who are qualified to administer medication to pupils. They are Mrs Nicola Harman and Miss Samantha Hall.
- Mrs Nicola Harman is responsible for ensuring all medicines are stored securely, keeping records of parental consent for administration, maintaining records of administration, and safely disposing of medicines no longer required.
- Mrs Paula Hassan is responsible for reviewing all Health Care Plans of pupils with medical need.
- Mrs Harman is responsible for the storage and supervision of asthma inhalers and Epipens.

### 3.1 Appointed person and first aiders

The school's appointed person Mrs Nicola Harman is 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 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.

Our school's appointed person and first aiders are listed in appendix 2. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

Hartlepool Borough 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 appointed persons/first aiders 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, a member of the administration team will contact parents immediately
- The first aider will complete an accident report form 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 HR and Data Manager prior to any educational visit that necessitates 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 | • Antiseptic wipes           |
| • Regular and large bandages              | • Plasters of assorted sizes |
| • Eye pad bandages                        | • Scissors                   |
| • triangular bandages                     | • Cold compresses            |
| • Adhesive tape                           | • Burns dressings            |
| • Safety pins                             | • Eye wash pod               |
| • Disposable gloves                       | • Gauze swabs                |

No medication is kept in first aid kits.

### First aid kits are stored in:

- |                                    |               |                     |
|------------------------------------|---------------|---------------------|
| • Dining Hall                      | • Nursery     | • Tree House        |
| • Forest School                    | • Sparkles    | • KS1 Corridor      |
| • Main Office                      | • Reception   | • Y3/Y4 Corridor    |
| • Y5 Corridor                      | • Y6 Corridor | • Medication Office |
| • Breakfast Club/After School Club |               |                     |

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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.
- A copy of the accident report form will also be added to the pupil's educational record by Mrs Nicola Harman.
- 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

Miss Rachael Watson 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).

Miss Rachael Watson 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 first aider 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 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 Hartlepool Borough Council's Child & Adult Services Department 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 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 2).

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 HR and Data Manager every year.

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

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

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of medication policy

## Appendix 1

# Rossmere Primary School First Aid Guidance

### Rationale

- Not all first aid needs to be administered by a First Aider
- For most injuries, no treatment is needed
- For those accidents requiring a First Aider, this should be someone suitably qualified with a valid certificate

### Do NOT need a First Aider (use common sense to advise children as there is no treatment)

- Grazed knees or elbows
- Scratches
- Nettle stings
- Bruises
- Administering inhalers

### Always need to see a First Aider

- Possible broken bones
- Badly twisted ankles or other joints (as they could be broken)
- Cuts that bleed
- Any possible head injuries (bumps to the head)
- Serious rashes
- Breathing difficulties
- Fainting / becoming unconscious

### Use of a Cold Compress / Ice Pack

This should ONLY be used for a swelling caused by an accident – children do not need an Ice Pack for any other reason

### Accident Reporting

Accidents that require first aid treatment need to have an accident form completed. The form should be completed by the first aider who treats the child/member of staff. A school safety incident report form will be completed by Rachael Watson for any serious reportable injury.



## Appendix 2

### ROSSMERE PRIMARY SCHOOL - FIRST AID LIST



<u>Surname</u>	<u>Forename</u>	<u>Role</u>	<u>Date</u>	<u>Renewal Date</u>	<u>Area</u>	<u>Training Course</u>
Hall	Sam	Admin/Finance	11/02/2016	10/02/2019	<b>Admin</b>	Paediatric - Two Day First Aid Training Course
Harman	Nikki	Admin/Medication Officer	02/05/2018	01/05/2021	<b>Admin</b>	Paediatric - Two Day First Aid Training Course
Brackstone	Carol	Lunchtime/Walking Bus PM	26/06/2018	25/06/2021	<b>Lunchtime/Walking Bus PM</b>	Paediatric - Two Day First Aid Training Course
Kilgariff	Roxanne	Lunchtime/After School Club	10/01/2018	09/01/2021	<b>Lunchtime/After School Club</b>	Paediatric - Two Day First Aid Training Course
Skelly	Christine	Forest School Manager	27/02/2018	26/02/2021	<b>Forest School</b>	Outdoor Pursuits 16 Hour First Aid Course
Lundrigan	Charlotte	TA	13/03/2018	12/03/2021	<b>Meadow</b>	Paediatric - Two Day First Aid Training Course
Stead	Pam	TA/Walking Bus AM	13/03/2018	12/03/2021	<b>Meadow/Walking Bus AM</b>	Paediatric - Two Day First Aid Training Course
Ferguson	Paige	TA	03/07/2018	02/07/2021	<b>Tree House</b>	Paediatric - Two Day First Aid Training Course
Hoey	Claire	EY Lead Practitioner	22/11/2016	21/11/2019	<b>2 Year Olds</b>	Paediatric 12 Hour Adult, Infant, Child First Aid
Ross	Emma	TA	13/03/2018	12/03/2021	<b>2 Year Olds</b>	Paediatric - Two Day First Aid Training Course
Fleetham	Sarah	TA	13/03/2018	12/03/2021	<b>Nursery</b>	Paediatric - Two Day First Aid Training Course
Fleetham	Julie	TA	11/02/2016	10/02/2019	<b>Nursery</b>	Paediatric - Two Day First Aid Training Course
Bratt	Joanne	TA	13/03/2018	12/03/2021	<b>Nursery</b>	Paediatric - Two Day First Aid Training Course

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<u>Surname</u>	<u>Forename</u>	<u>Role</u>	<u>Date</u>	<u>Renewal Date</u>	<u>Area</u>	<u>Training Course</u>
Carroll	Carole	TA/Walking Bus AM	13/03/2018	12/03/2021	<b>Year 1/Walking Bus AM</b>	Paediatric - Two Day First Aid Training Course
Rennie	Charlotte	Teacher	20/06/2016	19/06/2019	<b>Year 1</b>	Paediatric 12 Hour Adult, Infant, Child First Aid
Snowball	Carol	TA	26/06/2018	25/06/2021	<b>Year 1</b>	Paediatric - Two Day First Aid Training Course
Coverdale	Michelle	TA	13/03/2018	12/03/2021	<b>Year 2</b>	Paediatric - Two Day First Aid Training Course
Walsh	Julie	TA	13/03/2018	12/03/2021	<b>Year 2</b>	Paediatric - Two Day First Aid Training Course
Field	Smita	TA	13/03/2018	12/03/2021	<b>Year 3</b>	Paediatric - Two Day First Aid Training Course
McIntyre	Jayne	TA	22/11/2016	21/11/2019	<b>Year 3</b>	Paediatric 12 Hour Adult, Infant, Child First Aid
Lucy	Houchen	Teacher	13/03/2018	12/03/2021	<b>Year 5</b>	Paediatric - Two Day First Aid Training Course
Kelly	Booth	TA	03/07/2018	02/07/2021	<b>Year 6</b>	Paediatric - Two Day First Aid Training Course
Rebecca	Robinson	TA	02/05/2018	01/05/2021	<b>Year 6</b>	Paediatric - Two Day First Aid Training Course

### Appendix 3

#### Rossmere Primary School - Staff responsible for administering medication

<b>Surname</b>	<b>Forename</b>	<b>Area</b>	<b>Training Course</b>
Hall	Samantha	Main Office	Administering Medication to Individuals and Monitoring the Effects (Level 3)
Harman	Nicola	Medication Office	Administering Medication to Individuals and Monitoring the Effects (Level 3)