MOSSPITS LANE PRIMARY SCHOOL

Policy title	First Aid Policy
Function	For information and guidance about First Aid procedures at our school
Non-Statutory guidance	First Aid in schools, early years and further education (updated February 2022)
Last reviewed	Autumn 25
Date of next review	Autumn 26
Signed (Headteacher)	*V. Corbett*
Signed (Chair of Governors)	*E. Cheliotis*

First Aid Policy

1. Aims

- To ensure the health and safety of all staff, pupils and visitors
- To ensure that staff and governors are aware of their responsibilities with regards to health and safety
- To provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting 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

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is the Pastoral Lead, Miss Joanne Phillips.

- Taking charge along with a member of the Senior Leadership Team 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, after consultation with a member of the Senior Leadership Team
- Filling in an incident slip on the same day, or as soon as is reasonably practicable, after a minor incident (child remains in school) and sending a copy home to parents
- Filling in a Pupil Accident Record on the same day, or as soon as is reasonably practicable, after a more serious incident (child is sent home or to hospital) and handing it to the Appointed Person

3.2 The local authority and governing board

- Liverpool City 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 appointed persons and 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 staff 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 an incident slip (green book) for all incidents they attend to where a first aider or appointed person is not called
- Informing the headteacher or member of the Senior Leadership Team of any specific health conditions or first aid needs

4.0 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 the 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 staff 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
- In our Early Years Foundation Stage, at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 and any appropriate medication
- Parents' contact details

Risk assessments will be completed by the trip leader and authorised by the headteacher and the Educational Visits Coordinator 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 made by children in Early Years, as required by the statutory framework for the Early Years Foundation Stage.

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

4.3 First aid equipment

First Aid resources include:

- First Aid leaflet
- Regular bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Dressings
- Cold compresses
- Sterile eye wash solutions

5.0 Record-keeping and reporting

5.1 First aid and accident record book

- For all minor injuries requiring treatment the first aider will complete an incident slip on the same day or as soon as is reasonably practical and ensure a copy is sent to home to the parent.
- As much detail as possible should be supplied when reporting an accident.
- For any injury requiring the child to be sent home or to hospital a Pupil Accident Record will be completed and given to the Appointed Person.
- Incident records records and Pupil Accident Records 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.

5.2 Reporting to the local authority

All accidents resulting in attendance at hospital, near miss incidents, dangerous occurrences and occupational diseases will be reported to the local authority by the appointed person via Liverpool City Council's online reporting system.

5.3 Reporting to the HSE

The School Office 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

6.0 Notifying parents

- A member of staff 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.

7.0 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.

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.

8.0 Monitoring arrangements

This policy will be reviewed annually.

After every review, the policy will be approved by the head teacher and governing body.

9.0 Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Managing Children with Medical conditions and Medicines in school policy