

Gossops Green Primary School



First Aid Policy

Last Review: October 2021
Next review due: October 2022
Staff Member Responsible: Deputy Principal

Excellent COMMUNICATION is at the heart of everything we do.

At Gossops Green Primary School we believe that COMMUNICATION is the KEY to unlocking the potential for every learner to be successful.

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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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has appointed **Mrs Freeman, Mrs Shad, Miss Plumtree and Mrs Wilson**. 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 persons and first aiders (along with expiry dates of training) are shared in posters displayed prominently around the school (appendix 1)

3.2 The Governing Board

The Local Governing Board has devolved responsibility for health and safety matters in the school, to the Principal and staff members.

3.4 The Principal

The Principal 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 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 one of the appointed people (listed above at 3.1) is not called
- Informing the Principal 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

- Minor injuries can be treated by any member of staff and should they occur in the classroom, the class teacher or teaching assistant will deal with the issue using the class first aid kit
 - Any injury to the head will be assessed by a qualified Two Day trained first aider. The incident will be documented on a school form (see Appendix 2) and a tamper proof wrist band attached to the child's wrist to inform the parent/carer. Parents/carers will only be telephoned to be informed of any head injury if it is considered significant and parents may need to take further action
 - First aid kits will be available on the playgrounds/fields at break and lunchtime for staff to deal with minor issues or for first aid trained staff to deal with issues referred to them
- 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 office staff or any available adult 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 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 trip leader 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 involving EYFS pupils, as required by the statutory framework for the Early Years Foundation Stage. There will always be at least one first aider on all other school trips and visits.

5. First Aid Equipment

A typical class first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages

- Triangular bandages
- Safety pins
- Disposable gloves
- Water spray bottles
- Plasters of assorted sizes

As well as any EpiPens/auto injector or asthma inhalers

We have the following additional first aid equipment in school:

- Defibrillator (in the front office)
- Cold compresses
- Asthma inhalers
- Child appropriate paracetamol

First aid kits are stored in:

- The medical room
- Reception office
- Each classroom
- The school kitchens
- School vehicles

6. Record-keeping and Reporting

6.1 First aid and accident record book

- An accident form will be completed by the 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 be filed by the office staff
- Red tamper proof wrist bands are put on the wrists of children who have had a bumped head/head injury. Parents have been informed of this procedure in newsletters and the parent handbook.
- 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 Office 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 Office 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

Parents will be informed 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 via appendix 2 being completed and sent home with the child (ideally stapled in Home-School Diaries). Where possible, staff should inform parents at

collection or if there is a significant injury. The office will phone parents/carers if a head injury is sustained.

6.4 Reporting to Ofsted and child protection agencies

The Principal 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 DSL will also notify West Sussex 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 may ask 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.

At all times, at least one staff member working in EYFS 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 Deputy Principal every two years. At every review, the policy will be approved by the Local Governing Body.


9. Links with Other Policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Managing Medicines policy







Appendix 1: Poster of Trained First Aiders






This is updated as staff are trained/retrained











First Aiders

Advanced Two Day Paediatric First Aiders

					
Mrs S. Freeman 11/2022	Mrs S. Shad 02/2023	Mrs B. Robinson 09/2023	Ms R. James 09/2023	Mrs V. Wilson 09/2023	Mrs C. Boshier 09/2023



				
Ms Z. Soan 09/2023	Mrs K. Lang 09/2023	Mrs J. Flynn 11/2024	Miss L. Plumtree 11/2024	Miss K. Roberts 11/2024

First Aiders

							
Mr H. Meale 11/2022	Miss Z. Wilson 11/2022	Miss S. Roffe 01/2023	Mrs H. Khan 01/2023	Miss K. Thomson 01/2023	Mrs A. Bracher 09/2024	Mrs D. Bullen 09/2024	Mrs N. Murray 01/2025

October '21

Appendix 2: Accident Report Form

 GOSSOPS GREEN PRIMARY SCHOOL Accident/Incident Form		 The Collegiate Trust Exceptional Education for All		Date
Pupil's Name:				Time
				Class
Location:				
Bumped Head/Bumped Heads with another child		<u>What happened:</u>	IMPORTANT Please consult your doctor or local hospital if your child suffers any unusual drowsiness, vomiting, double vision, dilated /unequal pupils or severe headache after returning home.	
Sprain/Twist/Bump/Bruise/Cut/Graze/Nosebleed				
<u>Details of treatment given:</u>				
First Aider name:			Has a Parent / Carer been informed? Yes / No	
Authorised Signature:			Well enough to remain in school after First Aid? Yes / No	