

First Aid Policy

Clifton Primary School



A World of Learning Together

Contents

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

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](#) and advice from the Department for Education on [first aid in schools](#), [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

3.1 Appointed Persons and First Aiders

See Appendix 1 for a list of the school's appointed persons and trained first aiders. Appointed persons 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, or call an ambulance if appropriate
- › 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 are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Birmingham 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 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 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)

3.4 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 or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures see Appendix 3

There will be 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

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school 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: each building and the staffroom.

6. Record-keeping and reporting

6.1 First aid and accident recording (Medical Tracker).

- A record of the incident will be completed on 'Medical Tracker' by the first aider on the same day or as soon as possible after an incident resulting in an injury. An email will be sent to parents and the class teacher notified. A phone call will be made to parents if there has been any bump to the head.
- As much detail as possible should be supplied when recording an accident (name of child, date, time, where, how and treatment).
- An accident must be reported to Birmingham City Council using the template in Appendix 2 when:
 - It involves a member of staff or
 - Pupils were taken to hospital or advised to go to hospital
- Records held on Medical Tracker will be retained 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 HR 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 HR 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 scalding 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

6.3 Notifying parents

The 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 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 Birmingham City 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 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 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 Headteacher every 2 years.

At every review, the policy will be approved by the 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

Appendix 1: (attached) list of [appointed persons(s) for first aid and/or trained first aiders]

Appendix 2 (attached): accident report form

Appendix 3: first aid (attached) training log

Appendix 4: first aid procedures (attached)

Appendix 1

List of appointed persons and trained first aiders

Nasreen Ahmed – Appointed Person

Sarah Allen - Appointed Person

Jordan Rose

Noreen Kauser

Jamila Ajaib

Khaleda Khatun

Owen Lamprey

Sally Smith

Sarah Downer

Saima Shaber

Jennie Timbrell – Appointed Person

Nicola Harris

Rabina Hussain

Pav Bhachu

Noreen Kausar

Azra Bi (TA)

Charlie Ward

Shahida Parveen

Gazala Jabeen

Azra Bi (AHT)

Christy Hitchcock

Joshua Reid

Mozambal Mahmood

Shawaar Othman

Rafia Bibi

Nikki Stocker

Nikki Hemming

Appendix 2

All first aid incidents involving children should be recorded on Medical Tracker. All first aiders have a login for this. Medical Tracker will send an email to parents to notify them of their child's accident/injury.

If a first aider recommends a child attends hospital or an adult (including staff, parents or visitors) has an accident, this must be reported to Vicky Harold (HR Manager) and the accident then recorded using the online Birmingham City Council report form. [Google \(birmingham.gov.uk\)](https://www.birmingham.gov.uk)

Appendix 3

Training Log

Name	Type	Dates completed	Agency	Completed	Due for renewal	Completed
Nasreen Ahmed	Paediatric First Aid	21 st September 2018	Red Cross	21 st and 28 th September, 2018	Sept 2021	28 th & 29 th June, 2021
Jordan Rose	Paediatric First Aid	24 th July 2017	Safe Aid	24 th and 25 th July 2017	July 2020	2 days in July, 2020
Noreen Kauser	Paediatric First Aid	19 th November 2021	Red Cross	18 th & 19 th November 2021	November 2024	
Jamila Ajaib	Paediatric First Aid	24 th October 2018	BHASE	27 th and 28 th October 2018	October 2021	November 2021
Khaleda Khatun	Paediatric First Aid	20 th September 2019	Red Cross	19 th and 20 th September 2019	September 2022	31 st Oct & 1 st Nov 2022
Owen Lamprey	Paediatric First Aid	10 th October 2019	St John Ambulance	10 th and 11 th October 2019	October 2022	10 th & 11 th November 2022
Sally Smith	Paediatric First Aid	21 st November 2019	St John Ambulance	20 th & 21 st November 2019	November 2022	21 st & 22 nd Nov 2022
Sarah Downer	Paediatric First Aid	22 nd November 2019	Red Cross	22 nd & 23 rd November 2019	November 2022	21 st & 22 nd Nov 2022
Saima Shaber	Paediatric First Aid	27 th & 28 th January 2020	Red Cross Training	Paediatric First Aid	January 2023	10 th & 11 th November 2022
Jennie Timbrell	Paediatric First Aid	23 rd & 24 th April 2021	Red Cross Training	Paediatric First Aid	April 2024	
Nicola Harris Rabina Hussain Pav Bhachu Noreen Kausar Azra Bi (AHT) Charlie Ward Shahida Parveen Gazala Jabeen Azra Bi (TA)	Paediatric First Aid	28 th & 29 th June 2021	Smart Lyte	28 th & 29 th June 2021	June 2024	







Christy Hitchcock						
Nikki Hemming	Paediatric First Aid	18 th & 19 th Nov 2021	Red Cross Training	18 th & 19 th Nov 2021	November 2024	
Sarah Allen	Paediatric First Aid	27 th & 28 th Sept 2021	Red Cross Training	27 th & 28 th Sept 2021	September 2024	
Nikki Stocker	Paediatric First Aid	24 th & 25 th March 2022	Red Cross Training	24 th & 25 th March 2022	March 2025	
Joshua Reid	Paediatric First Aid	18 th * 19 th May 2022	Red Cross Training	18 th & 19 th May 2022	19 th May 2025	
Rafia Bibi Shawaar Othman Mozambal Mahmood	Paediatric First Aid	20 th & 21 st February 2023	Red Cross Training	20 th & 21 st February 2023	February 2026	

Appendix 4

FIRST AID PROCEDURES

We record all our First Aid incidents on Medical Tracker.

At break times and lunchtime there will be a qualified First Aider on duty. There will be an iPad available for them to record any First Aid incidents.

 <p>1</p>	<ul style="list-style-type: none"> • Every child who has an accident will be seen by a trained first aider to be assessed and for treatment to be administered. • The incident will be recorded on 'Medical Tracker'. • There will be an accurate record of the incident that will include the child's full name, class, time and place and what happened. • A notification will be sent to the parent by email and the class teacher will be notified.
 <p>2</p>	<p>If the child:</p> <ul style="list-style-type: none"> • <i>has bumped their head;</i> • <i>cannot move a limb;</i> • <i>has swelling;</i> • <i>is in a great deal of pain</i> <p>a phone call home should be made. Parents MUST be called for all <u>headbumps</u>.</p>
 <p>3</p>	<ul style="list-style-type: none"> • When a phone call to parents, the call is for information purposes NOT for reassurance. • The parents will be told exactly what happened and the facts relating to the injury will be described (e.g., there is a bruise). • Where possible, the child can speak to their parent; they will be able to say how much pain they are in. • We CANNOT SAY that the child is fine, ok and not to worry. • Invite parents to come into school and assess the child themselves.
 <p>4</p>	<ul style="list-style-type: none"> • The First <u>Aider will</u> assess the injury and decide if further assistance is needed from a colleague or emergency services. If appropriate, they will ask the child a series of questions to ensure the full extent of the injury is known. • They will remain on scene until help arrives and will also decide whether the injured child should be moved or placed in a recovery position.
 <p>5</p>	<ul style="list-style-type: none"> • 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. • If emergency services are called, a member of the <u>the</u> office staff will contact parents immediately.
 <p>5</p>	<ul style="list-style-type: none"> • The <u>First Aider</u> or 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.