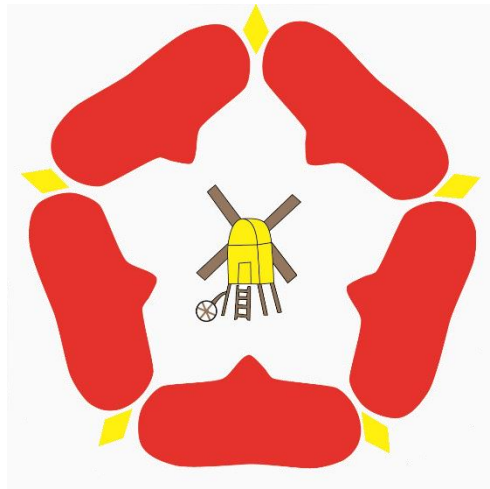


Bozeat Community Primary School and Nursery



First Aid Policy

Agreed by the Governing Body:
May 2023

To be reviewed:
May 2024

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.

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 from the following legislation:

- The Health and Safety (First Aid) Regulation 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 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.

Roles and Responsibilities

Appointed person(s) and first aiders

A list of the appointed first aiders can be found on the school website

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.
- Ensuring that 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 a Northamptonshire County Council accident report on the same day or as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed around the school.

The Nene Valley Partnership Trust

The Trust has ultimate responsibility for health and safety matters in the school but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing Northamptonshire County Council accident reports for all the incidents they attend to where a first aider is not called.
- Completing head letters and sending them home with the pupil.
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs.

First aid procedures

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, the member of staff will contact parents immediately.
- The first aider and/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.

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 teacher responsible for the trip and signed off by the Educational Visit co-ordinator 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.

First aid equipment

A typical first aid kit in our school should contain 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/with:

- Key Stage areas.
- In each Classroom.
- Early Years mobile.
- Extended services.
- The school office.

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider and/or 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.
- Copies of the accident form 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.

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.

Information on how to make a RIDDOR report is available at:

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The pupil's class teacher is responsible for informing 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.

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 the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 received and when this is valid until.

At all times EYFS staff will have a current paediatric first aid (PFA) certificate which meets the requirement set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At each review it will be approved by the LGB.

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.