



The Winns Primary School

First Aid Policy

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Policy Links: Health & Safety Policy, EYFS Policy and the Policy for Supporting Pupils with Medical Needs

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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. Appointed Person(s) and First Aiders

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

3.1 Arrangements at The Winns

The schools appointed person for First Aid is Debra Grout. The deputy appointed person is Laura Rouchy. The appointed person and deputy appointed person are supported by a number of other Paediatric trained First Aiders.

The appointed person 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 (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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The governing body will review this policy but 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/or 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

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, the Appointed Person or Senior Staff members or Office Staff will contact parents/carers immediately
- A member of staff will accompany a child if they need to go to the hospital in an ambulance and the parent is not available/present at the time
- 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 the Early Years, 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 school mobile phone
- A portable first aid kit
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Class Teacher with support of the Appointed Person or First Aider responsible for any children with specific health needs prior to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school halls (red, green, yellow and blue)
- The school kitchen
- Extended Day Provision
- Nursery
- Link way

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the Appointed Person or 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, including all of the information included in the accident form at appendix 2
- 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.
- The school has three accidents books due to the size of the school and they are located in:
 - The Nursery and records any incidents involving nursery children.
 - The Linkway for minor accidents that take place on the playground such as small cuts and grazes.
 - The medical room.

6.2 Reporting Accidents

- Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The school can use the telephone accident reporting system AIR Line to report accidents, 03300 586 469. The

Health and Safety Team will then be the responsible person for reporting in line with the RIDDOR regulations. A copy of the guidance can be found in Appendix 4.

- The HSE explain when, how, where and when to report incidents in their education information sheet: incident reporting in schools.
 - Reportable injuries, diseases or dangerous occurrences include:
 - Death
 - Specified injuries. These 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
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - 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 taken from the Health & Safety Policy)

6.3 Notifying parents/carers

- The First Aid Lead/Deputy will inform parents/carers 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. The Nursery staff in the Early Years Foundation Stage may also report accidents.
- Where the injury does not require a phone call home, parents/carers will receive a letter notifying the parent their child was seen by a member of staff. An example can be found in Appendix 3A and 3B. Children with a minor head injury will also receive a red wristband to ensure parents can easily identify that their child received treatment from a First Aider.

6.4 Reporting to Ofsted and child protection agencies

- The Welfare Officer will notify the Child Death Overview Panel (CDOP) of any serious accident or injury to, or the death of, a pupil in the school including the Early Years Foundation Stage while in the school's care.
- The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the school including the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

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. The information includes:

- Name of person trained
- Qualification/Certification gained
- Body providing training
- Date of Training
- Expiry date of certificate held
- This information is held by the Appointed Person and on the School's Information Management System (SIMS).

Staff are encouraged to renew their first aid training before their certificate expires.

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 Resources Committee if changes have taken place.

9. Links with other policies

This First Aid Policy is linked to the

- Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions
- Early Years Foundation Stage (EYFS) Policy

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

Debra Grout (Lead) debra.grout@winns.waltham.sch.uk

Daria Durma
Louise Hill
Julie Payne
Laura Rouchy
Stephanie King
Nikki Clifford
Stephanie Canlas
Chelsea East
Sadia Khan
Jessica Almond
Abi-Claire Bartlett
Allison Tokeley
Saida Mohamed
Coach Simeon

Lucy Unwin
Katerina Clarke

All of the above can be contacted via the school office office@winns.waltham.sch.uk

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3a: Example of letter home regarding minor injury

Date

Parent/Carer of:

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Class

Dear Parent/Carer,

Your child had a nose bleed/injury to the face/neck/body/limb today.

Location of incident

Time

First Aider's Name

The injury did not appear to be serious but if you have any doubts later, may I suggest that you consult a doctor.

Yours faithfully,

Medical/Welfare

Appendix 3b: Example of letter home regarding minor head injury

Dear Parent/Guardian

Date _____

Your child _____

Class _____

received a bump to their head at (insert time) _____ today.

Description of how the injury occurred:-

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred Vision
- Drowsiness
- Nausea or Vomiting
- Severe Headache
- Confusion
- Slurred Speech
- Unresponsiveness
- Clumsy, Staggering or Dizziness
- Bleeding from Ears or Nose

Contact your GP or nearest Accident and Emergency Department if you notice any of the above symptoms.

Yours faithfully,

Medical/Welfare

The Winns Primary School Accident Reporting

It is easy - Use a mobile phone, tablet or computer to record an accident or incident

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The legal bit

All unplanned events with the potential for harm or loss should be recorded. We use the accident and incident data to help us put appropriate actions in place to help prevent similar incidents from occurring along with identify any wider trends that may require central action.

There is a legal requirement for employers to record work related accident/incident that occur whilst staff are at work. For some accident/incidents we need to inform the enforcing authority to meet RIDDOR 2013. By completing the form, you pass the responsibility for reporting to the Health, Safety and Wellbeing Team at the council.

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Accident Reporting Policy

Speak to your Senior Management Team for more details



MY Incident App QR Code

Download from Google Play or Apple Store – Search My incidents

Health, Safety and Wellbeing

healthandsafety@walthamforest.gov.uk



Use the above QR code to get to the reporting form and fill in all the relevant sections.

