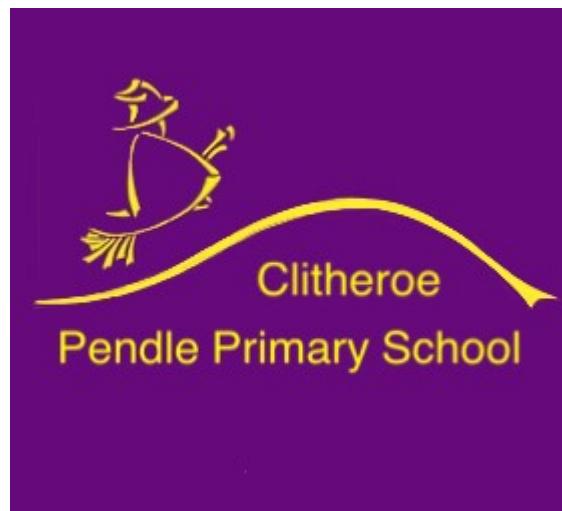


First Aid Policy

Clitheroe Pendle Primary School



Approved by: Mrs W.Nunns

Date: 12.2.24

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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. Roles and responsibilities

3.1 First Aiders

The school's First Aiders are : Miss L Bennett, Mrs J Birtwhistle, Mrs S Bolton, Mrs S Musgrave

Our Paediatric First Aiders are : Mrs J Davy, Mrs A Varo Clement, Miss H Tomlinson, Mrs K Wilde, Mrs A Groszewski,

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate (the arrangements will usually be made by the office staff – Mrs Long or Miss Tomlinson)

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
- Making a decision whether to send 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
- Keeping their contact details up to date

The names of our First Aiders will also be displayed prominently around the school.

In addition to the above , Mrs Long and Mrs Tomlinson will ensure there is an adequate supply of medical materials in first aid kits, ordering new stock as required.

3.2 The local authority and governing board

Lancashire County 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.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders 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

- Ensuring a First Aider attends educational visits.
- Ensuring specified incidents are reported and recorded appropriately (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
- Ensuring relevant accident reports have been completed for all incidents they attend to where a first aider is not called
- Informing the school bursar of any specific health conditions or first aid needs that arise during the school day

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 school bursar (Mrs Long) will contact parents immediately
- The first aider /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

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
- Inhalers

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

There will always be at least one first aider with a current first aid certificate on school trips and visits, and a Paediatric First Aider on EYFS trips as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

No medication is kept in first aid kits.

A supply of this equipment is also stored in :

- The medical room

6. Record-keeping and reporting

6.1 First aid and accident record book

- A minor injury log will be completed by the first aider/relevant member of staff on the same day or as soon as possible after a minor incident involving a pupil.
- If there is a need to hand details of the incident to parents, the minor injury log will be scanned into CPOMS
- If there is a need for emergency First Aid for pupil, staff or visitor to school then a trained First Aider must be called immediately.
- In the event of an accident, incident or dangerous occurrence those delegated personnel are responsible for ensuring:
- for employees, that it is reported using the Oracle Fusion HR & Payroll system . This will be done by the school Bursar (Mrs S Long) or by the Headteacher (Mrs W Nunns)
- for non-employees, that the appropriate Accident/Incident Report Form available on the [Health and Safety website](#) from the Schools Portal is completed.
- The Head Teacher must decide whether the accident / incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) by looking at [What is reportable?](#) on the RIDDOR website. <https://www.hse.gov.uk/riddor/>
- The school bursar and headteacher are required to telephone through details of any RIDDOR reportable accidents or incidents to the HSE (Health & Safety Executive) as soon as possible:
- **Telephone:** Monday – Friday 08:30-17:00 on 0845 3009 923
- **Outside of the above times:** 0151 9229 235
- All those reported under RIDDOR by telephone should be followed up with a written report on an [LCC Incident/Accident Reporting Form](#) either by using the new electronic form or the CYP HS1/2 forms.

6.2 Reporting to the HSE

For employees, the school bursar (Mrs S Long) 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 bursar will report these to the Headteacher 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

The first aider/bursar 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. An accident form is completed and a phone call to the parent made if felt necessary.

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

The HSE definition of a serious accident or injury to is one that has long term or life changing implications.

7. Training

Staff within each Key Stage of school are invited to attend first aid training. This is to ensure that we have enough qualified first aiders on site and on educational visits at any one time.

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. Monitoring arrangements

This policy will be reviewed and approved by the Headteacher annually.

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
- Medicines Policy