

 <b>Alfred Street Junior School</b>	Page 1 of 10
<b>First Aid Policy</b>	Issued: April 21
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<b>APPROVAL BY</b>	<b>FULL GOVERNING BODY</b>

# First Aid Policy

## Table of Contents

1. Introduction .....	1
2. Roles and Responsibilities.....	1
3. First aid procedures .....	2
3.1. Lesson times to include PE/Outside Activities/Morning Break.....	2
3.2. Lessons in Class.....	3
3.3. Lunchtimes.....	4
3.4. When taking pupils off the school premises .....	6
4. Record Keeping and Reporting .....	6
5. References .....	7
6. Safeguarding .....	8
Appendix 1. First Aid Kit Contents .....	9
Appendix 2. Example of Accident Reporting Form (GDPR Compliant).....	10

## 1. Introduction

The Health and Safety (First Aid) Regulations 1981 [1] state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid to deliver emergency first aid.

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

## 2. Roles and Responsibilities

- The school’s appointed person is Debbie Heffernan (School Business Manager/Bursar) who is responsible for:
  - 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;

- Ensuring refresher First Aid Training is carried out every three years in line with guidance;
- Organising Health Care Plans with the NHS.

The names and photographs of qualified first aiders are displayed in all classrooms, the first aid room, the upper and lower hall, the school office, the Head teacher's office and the Foyer.

2. The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head teacher and staff members.
3. The Head teacher is responsible for the implementation of this policy, including:
  - Ensuring that an appropriate number of first aiders are present in school at all times and accompany all off site visits and trips;
  - Ensuring 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 when necessary.
4. School staff are responsible for:
  - Ensuring they follow first aid procedures;
  - Ensuring they know who the first aiders in school are;
  - Informing the Head teacher or their manager of any specific health conditions or first aid needs.

### **3. First aid procedures**

#### **3.1. Lesson times to include PE/Outside Activities/Morning Break**

For all outdoor activities such as PE/Games, outdoor lessons and Morning break times the following procedures will be followed:

- Teachers will take outside a small first aid kit and the "Bumped Heads" information to include the yellow "Bumped Head" bands and the classroom Walkie Talkie.
- In the event of an injury, the closest member of staff will assess the seriousness of the injury and use their judgement to decide if the injury is minor or not, and whether a first aider should treat the injury.
- The member of staff will also address the situation if the injury is either covered by clothing or in an area on the child that should not be looked at without prior permission. Adults will gain the permission of the pupil to check the injury and must have another member of staff present before doing so. If the pupil is male and the members of staff are female the adults are to ask if the pupil would prefer a male to check the injury and vice versa if the pupil is female and male staff are present. (Child Protection and Safeguarding [2] and Keeping Children Safe in Education [3] policies).
- If the decision is made that the injury is minor, then the member of staff will attend to the injury.

- If the decision is made that the injury requires treatment by a first aider, then the member of staff should call for a first aider on the Walkie Talkie; the first aider on duty will attend the injury.
- If the first aider deems that the pupil is too unwell to remain in school, then parents will be called immediately to collect their child by members of the School Office team. If the first contact on the school's SIMS system is not available and a message is left, then the School Office will contact the second adult on the list and so on until a contact has been spoken to. Upon their arrival, the first aider will recommend the next steps to the parent.
- A member of staff will advise the School Office if, in the event of a minor injury, that parents require a message regarding their child on the school's ParentAPPS communication system.
- In the event of a more severe injury, the School Office will contact the parents by telephone and advise them of the situation.
- If emergency services are called, the School Business Manager will contact parents immediately.
- The School Business Manager will report any pupil being attended to by the Emergency Services via the on-line form to Northants County Council, Health & Safety Directorate whether the child has been taken to hospital or not.
- If qualified First Aiders feel that the injury needs to be checked further but not an emergency i.e. calling an ambulance to the school, the parent will be advised to take the child to the doctor or hospital. The parents will be asked to advise the school either later that day or the following day as to their actions. If they have taken them to hospital the School Business Manager will complete the on-line form to report the visit to hospital and the outcome and complete the school's in-house accident form with the actions the parents have taken.
- In the event of a minor bumped head, the staff member will issue the pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to send out a bumped head message to parent's on the school's ParentAPPS communication system.
- In the event of a more severe bumped head, the staff member will call for a first aider via the Walkie Talkie to check the pupil and the first aider will then issue the pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to contact the parents by telephone if they feel they are well enough to stay in school.
- ALL accidents will be recorded in the Accident Book (*see Appendix 2 for GDPR Compliant reporting form*).

### **3.2. Lessons in Class**

For all class based lessons the following procedures will be followed:

- In the event of an injury, the closest member of staff will assess the seriousness of the injury and use their judgement to decide if the injury is minor or not, and whether a first aider should treat the injury.
- The member of staff will also address the situation if the injury is either covered by clothing or in an area on the child that should not be looked at without prior permission. Adults will gain the permission of the pupil to check the injury and must have another member of staff present before doing so. If the pupil is male and the members of staff are female the adults are to ask if the pupil would

prefer a male to check the injury and vice versa if the pupil is female and male staff are present. (Child Protection and Safeguarding [2] and Keeping Children Safe in Education [3] policies)

- If the decision is made that the injury is minor, then the member of staff will attend to the injury.
- First aid kits are kept in the School Office and the first aid room.
- If the decision is made that the injury requires treatment by a first aider, then the member of staff should call for a first aider on the Walkie Talkie; the first aider on duty will attend the injury. In class times this will be Debbie Heffernan.
- If the first aider deems that the pupil is too unwell to remain in school, then parents will be called immediately to collect their child by members of the School Office team. If the first contact on the school's SIMS system is not available and a message is left, then the School Office will contact the second adult on the list and so on until a contact has been spoken to. Upon their arrival, the first aider will recommend the next steps to the parent.
- A member of staff will advise the School Office if, in the event of a minor injury, that parents require a message regarding their child on the school's ParentAPPS communication system.
- In the event of a more severe injury, the School Office will contact the parents by telephone and advise them of the situation.
- If emergency services are called, the School Office Manager will contact parents immediately.
- The School Business Manager will report any pupil being attended to by the Emergency Services via the on-line form to Northants County Council, Health & Safety Directorate whether the child has been taken to hospital or not.
- If qualified First Aiders feel that the injury needs to be checked further but not an emergency i.e. calling an ambulance to the school, the parent will be advised to take the child to the doctor or hospital. The parents will be asked to advise the school either later that day or the following day as to their actions. If they have taken them to hospital the School Business Manager will complete the on-line form to report the visit to hospital and the outcome and complete the school's in-house accident form with the actions the parents have taken.
- In the event of a minor bumped head, the staff member will issue the pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to send out a bumped head message to parent's on the school's ParentAPPS communication system.
- In the event of a more severe bumped head, the staff member will call for a first aider via the Walkie Talkie to check the pupil and the first aider will then issue the pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to contact the parents by telephone if they feel they are well enough to stay in school.
- ALL accidents will be recorded in the Accident Book. (*see Appendix 2 for GDPR Compliant accident reporting form*).

### **3.3. Lunchtimes**

For all Lunchtime activities the following procedures will be followed:

- The Lunchtime Supervisors will take their small first aid kits, the "Bumped Head" information and Walkie Talkies to the lower hall.

- Lunchtime Supervisors, who are first onto the playground with Year Groups, will have all first aid equipment, “Bumped Head” information and a Walkie Talkie outside with them.
- Lunchtime Supervisors, who are first into the lower hall with Year Groups, will have a small first aid kit and a Walkie Talkie with them.
- In the event of an injury, the closest member of staff will assess the seriousness of the injury and use their judgement to decide if the injury is minor or not, and whether a first aider should treat the injury.
- The Lunchtime Supervisors will also address the situation if the injury is either covered by clothing or in an area on the child that should not be looked at without prior permission. Adults will gain the permission of the pupil to check the injury and must have another member of staff present before doing so. If the pupil is male and the members of staff are female the adults are to ask if the pupil would prefer a male to check the injury and vice versa if the pupil is female and male staff are present. (Reference Child Protection and Safeguarding [2] and Keeping Children Safe in Education [3] policies)
- If the decision is made that the injury is minor, then the member of staff will attend to the injury.
- If the decision is made that the injury requires possible treatment by a first aider, then the member of staff should call for a first aider on the Walkie Talkie who should attend the injury.
- A member of staff will advise the School Office if, in the event of a minor injury, that parents require a message regarding their child on the school’s ParentAPPS communication system.
- If the first aider judges that the pupil is too unwell to remain in school, then parents will be contacted immediately by the School Office and asked to collect their child. If the first contact on the school’s SIMS system is not available and a message is left, then the School Office will contact the second adult on the list and so on until a contact has been spoken to. Upon their arrival, the first aider will recommend the next steps to the parent.
- If emergency services are called, the School Office Manager will contact parents immediately.
- The School Business Manager will report any pupil being attended to by the Emergency Services via the on-line form to Northants County Council, Health & Safety Directorate whether the child has been taken to hospital or not.
- If qualified First Aiders feel that the injury needs to be checked further but not an emergency i.e. calling an ambulance to the school, the parent will be advised to take the child to the doctor or hospital. The parents will be asked to advise the school either later that day or the following day as to their actions. If they have taken them to hospital the School Business Manager will complete the on-line form to report the visit to hospital and the outcome and complete the school’s in-house accident form with the actions the parents have taken.
- In the event of a minor bumped head, the staff member will issue the pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to send out a “bumped head” message to parent’s on the school’s ParentAPPS communication system.
- In the event of a more severe bumped head, the staff member will call for a first aider via the Walkie Talkie to check the pupil and the first aider will then issue the



- pupil with a yellow band, record the number, date and time of issue of the yellow band in the Bumped Head book, give the child a bumped head letter to take home and advise the School Office to contact the parents by telephone.
- ALL accidents will be recorded in the Accident Book. *(see Appendix 2 for GDPR Compliant accident reporting form)*

### **3.4. When taking pupils off the school premises**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone;
- A fully stocked portable first aid kit, to include Accident Reporting forms *(see Appendix 2 for GDPR Compliant accident reporting form)*;
- Information regarding the specific medical needs of pupils;
- Any medication required by pupils during the visit (e.g. asthma inhalers, along with copy of permission to give this medication
- Parents' contact details.

Risk assessments will be completed by the appropriate member of staff prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

## **4. Record Keeping and Reporting**

1. First Aid and Accident Record Book:
  - a. An accident form will be completed by the staff member or first aider who attended the accident/injury as soon as possible after the accident/injury for ALL minor and severe injuries;
  - b. As much detail as possible should be supplied when completing the accident form and should be signed by the member of staff attending the accident/injury;
  - c. Records held in the first aid/accident book will be retained by the school for a minimum of three years from the date of the accident/injury;
  - d. However, if the accident/injury is deemed to be Child Protection related, records should be kept for 24 years.
  - e. For adult accidents/injuries records will be retained for three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 [4], and then securely disposed.
  - f. All Accident Reporting forms should be GDPR Compliant (May 2018).
2. The school 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) [5].

The school will report these to the Health and Safety Executive Northamptonshire County Council as soon as is reasonably practicable and in any event within 10 days of the incident as detailed in the HSE Guidance for Employers (Section 2) [6].

Reportable injuries, diseases or dangerous occurrences include:

- a. Death;
- b. Specified injuries, which are;
  - i. Fractures, other than to fingers, thumbs and toes;
  - ii. Amputations;
  - iii. Any injury likely to lead to permanent loss of sight or reduction in sight;

- iv. Any crush injury to the head or torso causing damage to the brain or internal organs;
  - v. Serious burns (including scalding);
  - vi. Any scalping requiring hospital treatment;
  - vii. Any loss of consciousness caused by head injury or asphyxia;
  - viii. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or required resuscitation or admittance to hospital for more than 24 hours.
- c. 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);
  - d. Where an accident leads to someone being taken to hospital;
  - e. 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:
    - i. The collapse or failure of load-bearing parts of lifts and lifting equipment;
    - ii. The accidental release of a biological agent likely to cause severe human illness;
    - iii. The accidental release or escape of any substance that may cause a serious injury or damage to health;
    - iv. An electrical short circuit or overload causing a fire or explosion.
3. The school will inform parents by ParentAPPS or telephone of any accident or non-minor injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
4. The school will notify Ofsted of any serious accident, illness or non-minor 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 school will also notify the Local Authority and Local Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 5. References

- [1] legislation.gov.uk, "The Health and Safety (First-Aid) Regulations 1981," 1981. [Online]. Available: <https://www.legislation.gov.uk/uksi/1981/917/made>. [Accessed 13 April 2021].
- [2] Alfred Street Junior School, "Child Protection and Safeguarding Policy," 2020.
- [3] gov.uk, "Keeping children safe in education," 18 January 2021. [Online]. Available: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. [Accessed 14 February 2021].
- [4] legislation.gov.uk, "The Social Security (Claims and Payments) Regulations 1979," 1979. [Online]. Available: <https://www.legislation.gov.uk/uksi/1979/628/contents/made>. [Accessed 13 April 2021].
- [5] legislation.gov.uk, "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013," 2013. [Online]. Available: <https://www.legislation.gov.uk/uksi/2013/1471/contents/made>. [Accessed 13 April 2021].

[6] hse.gov.uk, "Employer's responsibilities," [Online]. Available: <https://www.hse.gov.uk/workers/employers.htm>. [Accessed 13 April 2021].

[7] Alfred Street Junior School, "Health and Safety Policy," 2020.

## **6. Safeguarding**

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [2]. All concerns must be reported to our Designated Safeguarding leads:

ASJS: Mrs K O'Connor, Mr C Butler, Mrs S Smith, Mrs W Watts

Any injury/accident that is deemed to be related to a safeguarding issue and recorded in school MUST be retained for 24 years.

## **Appendix 1. First Aid Kit Contents**

A basic first/small first aid kit may contain:

- Plasters in a variety of different sizes and shapes (at least 3 of each);
- Small, medium and large sterile gauze dressings (at least 1 of each);
- 2 sterile eye dressings;
- Triangular bandages (at least 2)
- Crepe rolled bandages (at least 2)
- Safety pins
- Disposable sterile gloves (at least 2 pairs)
- Scissors
- Alcohol-free cleansing wipes
- Microporous sticky tape
- Distilled water for cleaning wounds
- Eye wash and eye bath
- Instant ice-pack (at least 2)

These first aid kits are kept in the School Office and First Aid Room.

For School Trips the first aid kit may contain:

- Plasters in a variety of different sizes and shapes (at least 3 of each);
- Small, medium and large sterile gauze dressings (at least 1 of each);
- 2 sterile eye dressings;
- Triangular bandages (at least 2)
- Crepe rolled bandages (at least 2)
- Safety pins
- Disposable sterile gloves (at least 2 pairs)
- Scissors
- Alcohol-free cleansing wipes
- Microporous sticky tape
- Distilled water for cleaning wounds
- Eye wash and eye bath
- Instant ice-pack (at least 2)
- Sick bags
- Accident Reporting Forms (GDPR Compliant)

**Appendix 2. Example of Accident Reporting Form (GDPR Compliant)**

/ /

Book  
No.

PageDatePerson Completed  
No.CompletedSheet Handed To

A SEPARATE RECORD SHOULD BE FILLED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front cover of the book for safe keeping.

**Accident Record**

**1. ABOUT THE PUPIL WHO HAD THE ACCIDENT**

Name \_\_\_\_\_  
Year \_\_\_\_\_ Form \_\_\_\_\_

**2. ABOUT YOU, THE PERSON FILLING IN THIS RECORD**

Teacher  Pupil  Other   
Name \_\_\_\_\_  
Department/Form \_\_\_\_\_

**3. ACCIDENT DETAILS**

Date \_\_\_\_\_ Time \_\_\_\_\_  
Place \_\_\_\_\_

**4. DESCRIPTION OF ACCIDENT AND CAUSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pupil Treated By \_\_\_\_\_

Position \_\_\_\_\_

Action Taken \_\_\_\_\_

Parents Informed? Yes  No  How? \_\_\_\_\_

Tick If Risk Assessment Required

Signed \_\_\_\_\_ Date \_\_\_\_\_

**5. Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).**  
How Was It Reported? \_\_\_\_\_  
Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date Reported \_\_\_\_\_

**6. This section should be signed by the Data Protection Officer (DPO), or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.**  
Signed \_\_\_\_\_  
Date \_\_\_\_\_