



Manby Lodge Infant School

First Aid Policy

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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 [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#), 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

As we have Reception classes (Early Years Foundation Stage provision), at least one person who has a current paediatric first aid certificate must be on the premises at all times. We have ensured that several of our Reception staff have the full paediatric first aid training so they can accompany children on outings and are present when children are eating. The vast majority of other staff have emergency first aid training

3.1 Appointed person(s) and first aiders

Our staff are trained in First Aid every three years and as a result the vast majority of staff are First Aid Trained. We keep a list in school of all staff who are First aid trained, and also of those who are trained in Paediatric First Aid. This information is also on the school website. Staff with first aid training are responsible for:

- Taking charge when someone is injured or becomes ill.

The appointed First Aid Lead in school is our Midday Supervisor, Helen Smith. She has responsibility for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

The appointed Medical Lead in school is our SENCo, Karen Saffer. She has responsibility for:

- organising specific training linked to medical needs of pupils
- ensuring reasonable adjustments are made for children with medical needs as necessary
- having oversight of first aid and medical procedures in school

Under direction of the Headteacher or in her absence, a Senior Leader, Office Administrators take on specific responsibility for:

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Liaising with parents to ensure care plans are updated regularly and care plans are in date.
- Liaising with staff about the medical needs of children, and ensuring this information is recorded centrally
- Ensuring emergency care plans are distributed around school and medication is labelled and accessible to all staff.
- Ensuring permission is given from parents/carers for first aid to be administered, and keeping records where medication has been given

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)

3.2 The local authority and governing board

Surrey Local Authority 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 (with the Deputy Headteacher) is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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
- Informing the Headteacher, Deputy Headteacher or School Business Manager 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 Office Administrator will contact parents immediately
- The person who first came to the aid of the child, or who administered first aid 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 for use in emergency only
- A portable first aid kit
- Information about the specific medical needs of pupils
- Operation Duke Card

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

There will always be at least one first aider with a current emergency, or full paediatric first aid certificate (for the EYFS as required by the Statutory Framework) on school trips and visits.

5. First aid equipment

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

- 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.

The school also holds antihistamine and pain relief medication in the Reception Office cupboard. Parents sign consent in order for us to give this medication to their children, if necessary. We will also always contact the parent before giving it, to ensure previous doses have not already been given e.g. allergies.

5.2 First aid kits are stored in:

- The cupboard in the medical area in the Reception Office
- The hall cupboard (designated for use in the playground)
- In all classrooms

6. Record-keeping and reporting

6.1 First aid and accident record book

- All accidents are recorded in our First Aid record books. There is one kept for the playground for use during lunchtimes and breaktimes. There are also First Aid books in each class.
- An accident record will be completed by the person who first came to the aid of the child, or who administered first aid on the same day or as soon as possible after an incident resulting in an injury. Our First Aid record books have two slips, one that must remain in the books, that is white and one that should be sent home to parents, that is blue.
- When a child in our school has an accident or sustains an injury that requires outside medical advice it is recorded on OSHENS, the reporting system that is used by Surrey Local Authority. An OSHENS record will be completed by the person who first came to the aid of the child, or who knew about the injury, or who administered first aid on the same day or as soon as possible after an incident resulting in an injury.
- 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.

6.2 Notifying Parents

- Records of all first aid incidents are sent home to parents on the duplicate white slip that can be torn from First Aid books. A scan of the sheet can be seen in Appendix 1. It means that the parent gets a copy and an identical copy is kept in school.
- All accidents or injury to the face or head are further highlighted to parents with a pink 'Bumped Head form', Appendix 2, which should be stapled to the white form.

Children are also given a 'Bumped Head Sticker'.

Parents are also notified by telephone in many cases when the bumped head is deemed more serious. Injuries on the face are also reported to parents via telephone calls.

6.3 Reporting to the Health and Safety Executive (HSE)

The use of OSHENS enables us to determine if any accident results in a reportable injury, disease, or dangerous occurrence, as defined in the RIDDOR* 2013 legislation (regulations 4, 5, 6 and 7). An OSHENS completion automatically makes a recommendation if the death, accident or injury should be reported to the Health and Safety Executive. This should happen as soon as is reasonably practicable and in any event within 10 days of the incident.

7. Training

All first aiders must have completed a training course and will 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.

Staff will be offered annual asthma and anaphylaxis training, as well as first aid training and any training deemed relevant for care needs of individual children.

8. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions
- Relationships and Behaviour Policy

Appendix 1: First Aid Notification

School Accident / Illness Report Slip			
Report issued by:		Pupil's Name:	
		Date:	Time:
		Class:	
Location and details of accident/incident/illness			
☐ Head Injury ☐ Asthma ☐ Bump/Bruise ☐ Cut/Graze ☐ Headache/High temperature	☐ Vomiting/Nausea ☐ Sprain/Twist ☐ Nosebleed ☐ Stomach pain/Upset tummy ☐ Mouth injury/Toothache/Loose or missing tooth	☐ TLC applied ☐ Collected from school ☐ Parent/Carer contacted ☐ Unable to contact parent ☐ Well enough to stay in school after first aid	IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Details of treatment and additional comments:			
			Authorised signature:

Supplied by Cherry Krewe Ltd. 01482 375670

REF: CP_SCHOOLACCREP_2PART_210X99

Appendix 2: Bumped Head Notification (pink slip stabled to main First Aid reporting slip)



Bumped Head Notification

Your child has bumped their head at school today. Please see the attached white slip for further information.

Bumped Head Sticker

