



SURREY STREET PRIMARY SCHOOL

Learning for life at Surrey Street where the social, emotional, spiritual, physical and learning needs of every member of the school community are met

First-Aid Policy

January 2024

Document Status	
Review requirements	Every 3 years
Date of next Review	January 2027
Approved by the Governing Body	01.02.2024

Statutory

Surrey Street Primary is committed to promoting and respecting the health, safety and wellbeing of all our children and any adults who work in our school

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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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

Roles and responsibilities

The local authority and governing board

Luton Borough 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 board.

The governing board 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 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

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Appointed person(s) and first aiders

The Headteacher is responsible for:

- Provide guidance to staff when an adult or child is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- The Medical Assistant, Mrs R Zarrouq, is responsible for ensuring that main stock of first aid supplies are adequate.
- All EYFS Teaching and Support Staff at Surrey Street Primary School complete Paediatric First Aid Training.

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

For Nursery and EYFS Children:

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

For Year 1 – 6 Pupils:

- The medical assistant will notify parent/carer of the incident by sending them a message on Class Dojo or calling them if it is a more severe or significant injury.

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 medical assistant or first aider involved will contact parents immediately
- The first aider will complete an accident report form (**for Nursery or Reception pupils**) on the same day or as soon as is reasonably practical after an incident resulting in an injury

- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 including, at minimum:
 - 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
 - Sterile eye wash
 - 2 sick bags and biohazard bags
 - A pair of scissors
 - Assorted plasters
 - Sterile eye pads
- Information about the specific medical needs of pupils ie: epi-pen or inhalers
- Parents' contact details

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

EYFS

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

KS1 & KS2

There will always be at least 1 first aider on school trips and visits.

First aid equipment

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

- A leaflet giving general advice on first aid
- Plasters of assorted sizes

- Sterile eye pads
- Triangular bandages
- Safety pins
- Regular and large bandages
- Disposable gloves
- Sick bags and biohazard bags
- A pair of scissors
- Sterile eye wash

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All classrooms

Emergency Inhalers/Emergency Medicine

An emergency inhaler, defibrillator, Epi-pen, Calpol, Piriton and Ibuprofen or Nurofen are all available in the Medical room.

Permission must be sought from parents or administered if advised by emergency services.

Staff are asked not to remove these items for educational visits

Record-keeping and reporting

All first aid administered must be recorded on ScholarPack. Any accident should be treated accordingly and an Injury Form sent home informing parents, if applicable.

Prescribed / non-prescribed medication which is administered during the school day will be logged on CPOMS with the time, date and dose given.

First aid and accident record book – For pupils in Nursery and EYFS only

- An accident form will be completed by the 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.
- 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.

Ringling parents

Should the incident be serious parents will be contacted immediately. If a child has to attend hospital, a health and safety accident form must be completed by the member of staff who witnessed the accident.

We ring parents for a variety of reasons. An injury could have happened or it could be a call made due to illness or we are monitoring a child's condition.

Calling parents can be done by any member of staff including the office team. Staff can be asked to ring parents but they should not be asked if it takes them from their duty where their presence is important.

Calls to parents are a courtesy. They may offer the parent an opportunity to visit their child in school or pick them up. They may allow us to seek advice on whether a reaction to an injury or illness is normal or to check a treatment.

Reporting to the HSE

The medical assistant or appointed person will keep a record of any serious accident or injury, which results in a reportable injury, disease, or dangerous occurrence to AssessNet, via the portal. **(AssessNet Portal to notify Health and Safety of observations in the workplace)**

The medical assistant or appointed person will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

The Headteacher will notify Ofsted and Luton Borough Council of any serious accident, illness or injury to, or death of, a pupil while in the schools care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

Training

At Surrey Street Primary School all teaching assistants are required to undertake first aid training. EYFS teachers and teaching assistants are required to undertake paediatric first aid training.

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 school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. The medical assistant is responsible to keep up to date records and keep copies of current certificates

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. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

This policy will be reviewed by the appointed person every three years.

At every review, the policy will be approved by the full governing body.

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Safeguarding Policy
- Policy on supporting pupils with medical conditions

Appendix 1: Accident Report Slip

For use with Nursery and EYFS pupils only

School Accident / Illness Report Slip

Report Issued by:

Pupil's Name:

Date:

Time:

Class:

Location and details of accident/incident/illness

- | | | |
|--|--|--|
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Vomiting/Nausea | <input type="checkbox"/> TLC applied |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Sprain/Twist | <input type="checkbox"/> Collected from school |
| <input type="checkbox"/> Bump/Bruise | <input type="checkbox"/> Nosebleed | <input type="checkbox"/> Parent/Carer contacted |
| <input type="checkbox"/> Cut/Graze | <input type="checkbox"/> Stomach pain/Upset tummy | <input type="checkbox"/> Unable to contact parent |
| <input type="checkbox"/> Headache/High temperature | <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth | <input type="checkbox"/> 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: