

Cotgrave Church of England Primary School

First Aid Policy

Content

1. Aims
2. Legislation and guidance.
3. Roles and responsibilities
4. First Aid procedures
5. Equipment
6. Record keeping
7. Training
8. Review and monitoring arrangements.
9. Appendices
 - a. Trained first aiders.
 - b. Trained paediatric first aiders.
 - c. Template of the record log

1. Aims

The aims of the first aid policy are to provide a framework to ensure: -

- The health and safety of all staff, pupils, and visitors.
- That both staff and governors are fully aware of their responsibilities with regards to Health and Safety.
- Providing a framework for responding to an incident to ensure action is taken effectively, correct reporting takes place, records are kept, and outcomes are reviewed.
- Where appropriate, actions are taken to try to prevent similar incidents occurring.

2. Legislation and Guidance

This policy is based on the following guidelines: -

- First Aid in schools, Early Years, and further education February 2022
- Guidance on First Aid for schools by the Department for Education.
- The Management of Health and Safety of Work Regulations 1992

3. Roles and responsibilities

The Southwell and Nottingham Multi Academy Trust (SNMAT) has the ultimate responsibility for health and safety matters in the school and delegates the responsibility to the Local Governing Body (LGB) for the strategic management of such matters across the school.

In turn the LGB delegates operational matters of tasks to the head teacher and staff members as follows: -

3.1 Head Teacher

The head Teacher has responsibilities for the implementation of this policy which includes: -

- Ensuring that the appropriate numbers of staff are first aid trained to meet the operational needs of the school. This includes some staff who are paediatric level to meet the Early Years requirements.
- Ensuring staff qualifications are kept up to date and certificated to perform their roles.

- Ensuring staff are fully aware of these first aid procedures.
- Ensuring risk assessments are completed and annually reviewed with appropriate mitigation measures put in place.
- Ensuring facilities and equipment are in place to meet the schools' medical needs.
- Ensuring records are kept of first aid incidents and specified incidents are correctly reported to the HSE. (e.g. RIDDOR specified incidents)

3.2 Governor (Health and Safety)

The LGB will appoint in accordance with the SNMAT Operational Handbook a Governor to have Health and Safety strategic responsibility at the school.

- The appointed Governor will have knowledge and experience of Health and Safety.
- Collaborate strategically with the school to ensure that pupils and employees are not put at unnecessary risk at both school and on educational trips.
- Oversee policies and procedures like the First Aid policy are fully implemented and annually reviewed.
- Report to LGB any Health and Safety incidents or issues that have arisen.

3.3 Members of Staff

School staff are responsible for: -

- Ensuring they fully understand the first aid procedures and know who to contact in an emergency.
- Those who are trained and certified first aiders respond to any incident immediately they are requested.
- Ensuring that accidents are recorded and reported correctly.
- Fully aware of the location of first aid boxes and equipment, plus how they can be obtained in an emergency. This is particularly important for the defibrillator equipment which is located at the front of the school.
- Ensuring that the head teacher is made fully aware of what has taken place and any further actions that may be required. (e.g. RIDDOR notification, updating risk assessment)

3.4 Appointed First Aiders

Staff that are appointed first aiders for the school must: -

- Have completed a training course approved by the Health and Safety Executive and have certification which is valid within the dates specified.

- Staff who work with Early Year young children will be required to be trained to Paediatric First Aid level.
- First Aid trained staff are required to give immediate help with common injuries or illnesses and those arising from hazards at the school.
- When necessary, ensuring that an ambulance or other professional medical help is called.
- Parents/guardians are contacted or made fully aware of what has happened.
- Ensuring that accidents are recorded and reported correctly.

3.5 Appointed Person (s)

An appointed Person (Often the Office Manager) will be appointed to perform specific duties although they may not be first aid trained. However, such training would help an appointed person cope with an emergency, plus improve their competence and confidence. Their duties are: -

- Looking after the first aid equipment and restocking alongside designated lead first aider.
- Overseeing the processes of mobilising an ambulance, outside professionals and communication with parents/guardians.
- Overseeing the SNMAT recording and reporting systems
- While not necessarily first trained the appointed person must be fully aware of the first aid policy and procedures and what action to be taken in an emergency.

4. First Aid Procedures

4.1 In the case of an accident resulting in an injury: -

- The member of staff first on the scene will assess the seriousness of the injury and mobilise assistance of a qualified first aider, who will provide treatment as required.
- The first aider will administer treatment within their level of competence and assess whether further assistance and/or outside support is required.
- The first aider will assess whether the injured person should be moved or placed in a recovery position.
- The first aider will delegate a member of staff to action further assistance as required, who should then in turn advise the office what actions are required and to brief the Head Teacher. (e.g. ambulance, medical professional, parents)
- The first aider will remain with the patient until the incident has been closed and the person is well enough to return to school activities or

transferred to others for specialist treatment or with parents to return home.

- The first aider will complete an accident report on the same day or as soon as is practical after the incident and pass the report onto the school office for formal SNMAT recording procedures to take place as detailed below.

4.2 Offsite Procedures

When pupils are taken offsite, risk assessments will be completed prior to the visit taking place and necessary first aid requirements identified. This will include a minimum of one qualified first aider with paediatric level of training. Plus, a member of staff delegated to ensure that first aid equipment is taken on the trip as follows: -

- School mobile phone.
- Important telephone numbers that may be needed in an emergency.
- Portable first aid kit
- Information about any specific medical needs of any of the pupils on the trip.
- Medication that has been issued through a doctor and instructed by parents in when/how it should be administered.

5. First Aid Equipment

5.1 First aid Boxes are to be located at strategic points within the school. At Cotgrave Primary School these will be: -

- School Hall
- Main Office
- Staff Room

The appointed person is required to regularly audit their content to ensure they typically contain: -

- A leaflet with general first aid advice.
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Safety pins
- Medical adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of many sizes
- Cold compresses
- Burns dressing.
- Scissors

- The First Aid Record Book(s) will be kept in the central office.

5.2 Defibrillator

A publicly accessible defibrillator is located on the front side wall of the school where the bike storage racks are also located. There are full instructions on the front of the equipment box on how the equipment can be accessed,

The Head Teacher will ensure that sufficient members of staff have suitable training to ensure the defibrillator can be used in an emergency.

6. Record Keeping.

6.1 Report slips are filled in and given to the office who make sure they are tallied. A copy also goes home with the child to inform the parents.

6.2 Reporting to the Health and Safety Executive.

Some accidents are required to be reported to the Health and Safety Executive under “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013” (RIDDOR) regulations.

The Head Teacher should ensure that the school is fully aware of these regulations which are detailed on the HSE website and the method of reporting is available on <https://www.hse.gov/riddor/report.htm>.

Reportable items are: -

- Death
- Specified injuries.
 - Fractures other than to fingers, thumbs, and toes.
 - Amputations
 - Injury likely to lead to permanent loss of site or reduction of sight.
 - Crush injury to the head or torso causing damage to brain or internal organs.
 - Serious burns including scalding.
 - Scalping requiring hospital treatment.
 - Loss of consciousness caused by a head injury or asphyxia.
 - Any injury caused 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.
- Injuries where an employee is away from school or unable to perform normal duties for more than seven consecutive days. (not including the day of the incident)
- Where an accident leads to someone being taken to hospital

- Near miss events that may not result in an injury but could have done.

Such as: -

- Collapse or failure of a load bearing part of a lift and lifting equipment.
- Release of a biological agent likely to cause severe human illness
- Release of or escape of any substance that may cause serious injury or damage to health.
- Electrical short circuit or overload causing a fire or explosion.

6.3 Notifying Parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil and first aid treatment given on the same day or as soon as reasonably practical.

6.4 Reporting to OFSTED and Child Protection Agencies.

OFSTED should be notified of any serious accident, illness or injury, or death of a pupil while in the school's care as soon as possible. This must be no later than fourteen working days.

The Head teacher will also make the SNMAT aware of the serious accident or incident at the school as soon as reasonably practicable. This would normally be on the same day.

7. Training

All First Aiders must undertake an approved training course. They must hold a valid certificate of competence, and this must be registered with the School Business Manager.

A list of valid First Aiders with the required training refresher dates will be reviewed at the "Accounts Panel 2" AP2 Governor meetings.

8. Review and Monitoring

The policy will be annually reviewed during the summer term. The AP2 group will review the document and recommend to the LGB any recommend updates or changes. The Governor with Health and Safety responsibilities will monitor the above processes and procedures each term; plus reviewing all accident's that take place at the school.

9. Appendices

9.1 List of First Aid Trained staff.

-All staff have basic first aid training renewed on a 3 year basis.

Anda Cox is currently the appointed first aid trained person.

9.2 List of Paediatric First Aid Trained staff.

Emily Black

Reviewed July' 25.