

North Nibley C of E Primary School

First Aid Policy

Policy status	Required
Committee responsible for this policy	Teaching and Learning Committee
Policy initially approved by FGB	November 2019
Policy reviewed/amended	N/A
Policy review term	Bi—Annually
Policy due for renew	November 2021

North Nibley Church of England Voluntary Aided Primary School, formerly the William Purnell Endowed School, was founded in the Eighteenth Century to provide education for the children of North Nibley and the surrounding villages.

Our Vision is to inspire and celebrate learning, achievement, faith and fun.

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full, reflecting the Christian values of our foundation.

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

This policy supports our vision by making clear that we have a duty to take care of one another (pupils and adults alike), to parents and requirements under the law regarding the sharing of information, in order that we can provide 'a happy, healthy and secure' environment.'

A Biblical Perspective: Luke 10:34

Jesus told the story of 'the good Samaritan' who gave "first aid, disinfecting and bandaging his (the injured man's) wounds. Then he lifted him onto his donkey, led him to an inn, and made him comfortable. In the morning he took out two silver coins and gave them to the innkeeper, saying, 'Take good care of him. If it costs any more, put it on my bill - I'll pay you on my way back.'

Jesus asked "What do you think? Which of the three became a neighbour to the man attacked by robbers?"

"The one who treated him kindly," the religion scholar responded. Jesus said, "Go and do the same."

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 Appointed person(s) and first aiders

The school will have more than 50% of classroom-based staff (teachers, teaching assistants) and mid-day supervisors trained as first aiders. Whenever a Reception-year aged child is on site (within regular school hours) 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.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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

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/injury report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders and paediatric first aiders are displayed in the school office, the staffroom and the hall.

3.2 The local authority and governing board

Gloucestershire 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 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 staff 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/injury reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of 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 Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident/injury 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
- Access to parents' contact details

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

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving children in their Reception year, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5. First aid equipment

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

- A leaflet with general first aid advice
- 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.

First aid kits are stored in:

- The main office
- The hall
- The Staffroom
- At least one portable first aid kit will be taken onto the sports field if it is in use at a break

6. Record-keeping and reporting

6.1 First aid and accident/injury records

- A minor injury form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. This highlights any head injury and includes information about the signs of concussion and compression. A copy of this form is sent home and parents are asked to acknowledge its receipt.
- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident/injury.
- A copy of the accident/injury report form will also be added to the pupil's educational record by the school administrative team.
- Records held in the first aid and accident/injury 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, an AIRS 1 form will be kept until the child is 21 years old.

6.2 Reporting to the HSE

The Headteacher 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 Headteacher will report these to the Health and Safety Executive 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:

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher, teaching assistant or other member of staff 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. Parents will receive a report with these details confirmed on the same day, or as soon as reasonably practicable. A copy of this report will be retained by the school.

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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 2 staff members 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 by the Head teacher in conjunction with the governor's Teaching and Learning committee every 2 years.

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




9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy
- Risk assessment procedures

Appendix 1: list of trained first aiders

November 2019

Staff Member	Name	Notes	Certificate expires
	Ali Dixon	Includes Paediatric First Aid	February 2021
	Di Findlay	Includes Paediatric First Aid	December 2021
	Carrie Roberts		January 2022

	Abi Tyers		September 2022
	Abbie Parker		September 2022
	Claire Pullin		September 2022
	Dawn Shepherd		September 2022
	Julie Collins		September 2022
	Rebecca Allen	Includes Paediatric First Aid	September 2022
	Rebecca Surridge		September 2022
	Paul Batchelor		September 2022
	Sarah Reed		September 2022

NORTH NIBLEY C. OF E. (AIDED) PRIMARY SCHOOL

Headteacher: Mr Paul Batchelor N.P.Q.H.
Telephone: (01453) 542600

Email: admin@northnibley.gloucs.sch.uk
Website: www.northnibley.gloucs.sch.uk

Date _____

Dear Parents / Carers,

(Full name please)received an injury at school today.
We feel you should be aware of the nature of the injury and the treatment he/she received.

HEAD INJURY – YES* / NO	
*In the case of a head injury, please be observant. It is recommended that the child is observed for 24 hours. If any of these symptoms are seen, please seek medical advice as a priority; Dizziness Drowsiness Headaches Vomiting Blurred or Double Vision	

During outdoor play		During a school club	
In lesson time		Whilst coming to school	
Whilst eating		Whilst leaving school	
Other			

Time _____

Injury _____

Treatment _____

Treatment administered by _____

Report by _____

We now **require** parents to return the completed slip, acknowledging that they are aware of the incident. Please return it as soon as possible.

We acknowledge the injury sustained by my child _____

on date _____

Signed _____ (Parent / Carer)