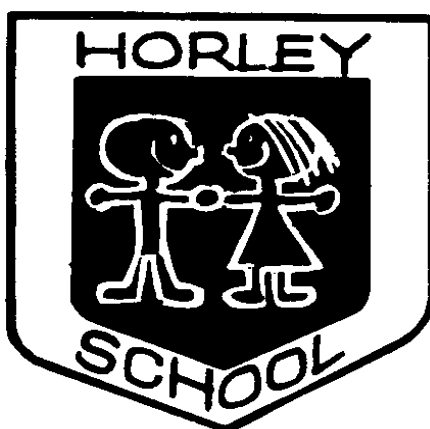


HORLEY INFANT SCHOOL



FIRST AID POLICY

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Staff Link: Shazia Anjum
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Policy Status				
Statutory (Work Programme)	Non Statutory	Annual Review	Bi-annual Review	Triennial Review
✓		✓		

FGB Review (statutory policies only): Achievement and Standards

Link Governor (statutory policies only): Richard Rogerson

THIS POLICY IS BASED ON A TEMPLATE FROM SURREY COUNTY COUNCIL

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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 (alongside the school's health and safety policy)
- 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 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

At Horley Infant School the majority of staff have paediatric first aid training which is updated regularly. The first First Aider on the scene of an incident is responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

All staff are responsible for

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

- Admin assistant is responsible for ordering supplies of first aid materials.

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 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 first aid trained staff 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
- 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 and 3) for all incidents
- 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, parents will be contacted immediately
- The member of staff 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 school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any medication that may be required during the off-site trip

Risk assessments will be completed by the relevant teaching 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, as required by the statutory framework for the Early Years Foundation Stage.

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
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Cling film to cover burns injury

- Non-woven swabs

No medication is kept in first aid kits.

First aid kits are stored in:

- Class rooms
- Cupboard outside staff room
- Drawers in entrance hall

6. Record-keeping and reporting.

6.1 First aid and accident record book

- 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.
- The Admin Assistant must make an online report to the Health and Safety Executive of any significant incidents resulting in child needing to be seen by their GP or at hospital. The first aider must ensure that they make the Admin Assistant aware of such incidents and provide the necessary information.
- Minor incidents including, but not exclusively, scrapped knees, bumps and grazes, nose bleeds, will be recorded on the Accident, Illness and Incident Report form (appendix 2), the white copy handed to parents and the yellow retained for the child's record file and reported.
- **All** head injuries will be reported to parents as soon as possible and a Head Injury form (appendix 3) will be completed and sent home with the child.
- Class teacher and teaching assistant will be informed of incidents that occur during break times.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- If an incident results in a child or member of staff needing to attend hospital, a copy of the accident report form will be added to the pupil's educational record / staff personnel file.
- 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.
- Where the accident involves an adult, this will be recorded in the Staff Accident Book, held in the front office.

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 admin assistant 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 scalding 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: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

Parents will be informed 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.

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 C-SPA of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

A register of all trained first aiders, what training they have received and when this is valid until, is held in the office (appendix 1)

Training is organized by the school.

8. Monitoring arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the Headteacher and Governing Body.



9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions policy
- Safeguarding and child protection policy

10. Appendix 1: List of trained first aiders

(Original/template kept on S: > First Aid and live document kept in the main office)

<u>Name</u>	<u>Job Title</u>	<u>Location</u>	<u>Trainer</u>	<u>Date</u>	<u>Renewal Due</u>
 <u>HORLEY INFANT SCHOOL</u> <u>LIST OF FIRST AIDERS</u> 					

11. Appendix 2: Horley Infant School Accident Report Form

(for use to record injuries throughout the day and at lunch and play times)

Location in school so trends can be analysed if required

Signed by first aider.
If person administering first aid is not first aid trained (only in emergencies), then this must be signed by a qualified first aider ASAP.



ACCIDENT, INCIDENT & ILLNESS REPORT FORM
FOR THE ATTENTION OF THE PARENT / CARER
 Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital

Pupil's name: _____
 Location of accident/incident: _____
 Detail of treatment: _____

Class/Form: _____
 Date: _____ Time: _____
 LEA Accident Report No (if Applicable): _____
 Treatment administered by: _____
 Additional comments: _____

Please tick as appropriate below


Bump / Bruise	<input type="checkbox"/>
Vomiting / Nausea	<input type="checkbox"/>
Nosebleed	<input type="checkbox"/>
Headache / High Temperature	<input type="checkbox"/>
Head Injury	<input type="checkbox"/>
Cut / Graze	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Other:	

Mark Location of Injury
 Front  Back 

The child was taken to hospital by staff member → Staff member name: _____
 The child was taken to hospital by ambulance
 Parent / Carer Contacted → Name of parent/carer contacted: _____
 Unable to contact Parent / Carer Time: _____
 The child was well enough following first aid to remain in school
 The child was collected from school → By who: _____
 Teacher informed Time: _____
 The school is of the opinion that your child should consult a doctor

Authorised by - Print Name: _____ Authorised by - Signature: _____

ACCIDENT, INCIDENT & ILLNESS REPORT FORM



SSP
 www.sspdirect.co.uk
 000 111 49627

12. Appendix 3: Head Injury Form




(original/template found on S: > First Aid)

Head Injury Advice Sheet: Advice for parents and carers of children




Name: _____

Date : _____ Time: _____

Class: _____ 1st Aider: _____



How is your child?

 <p>RED</p>	<p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none">■ Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)■ Becomes confused or unaware of their surroundings■ Loses consciousness, becomes drowsy or difficult to wake■ Has a convulsion or fit■ Develops difficulty speaking or understanding what you are saying■ Develops weakness in their arms and legs or starts losing their balance■ Develops problems with their eyesight■ Has clear fluid coming out of their nose or ears■ Does not wake for feeds or cries constantly and cannot be soothed	<p>You need urgent help</p> <p>Go to the nearest Hospital Emergency (A&E) Department or phone 999</p>
 <p>AMBER</p>	<p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none">■ Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)■ Develops a worsening headache	<p>You need to contact a doctor or nurse today</p> <p>Please ring your GP surgery or call NHS 111 - dial 111</p>
 <p>GREEN</p>	<p>If your child:</p> <ul style="list-style-type: none">■ Is alert and interacts with you■ Vomits, but only up to twice■ Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping <p>If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.</p>	<p>Self Care</p> <p>Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111</p>

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight

Concussion following a head injury

- Symptoms of concussion include mild headache, feeling sick (without vomiting), dizziness, bad temper, problems concentrating, difficulty remembering things, tiredness, lack of appetite or problems sleeping – these can last for a few days, weeks or even months. Some symptoms resolve quickly whilst others may take a little longer.
- Concussion can happen after a mild head injury, even if they haven't been "knocked out".
- 9 out of 10 children with concussion recover fully, but some can experience long term effects, especially if they return to sporting activities too quickly. It is really important that your child has a gradual return to normal activities and that they are assessed by a doctor before beginning activities that may result in them having another head injury.
- If you are very concerned about these symptoms or they last longer than 2 months, you should seek medical advice from your doctor.

Advice about going back to nursery / school

- Don't allow your child to return to school until you feel that they have completely recovered.
- Try not to leave your child alone at home for the first 48 hours after a significant head injury.

Advice about returning to sport

- Repeated head injury during recovery from concussion can cause long term damage to a child's brain.
- Expect to stay off sport until at least 2 weeks after symptoms are fully recovered.
- Always discuss with your child's school and sports club to discuss a gradual return to full activity.

For further information, scan or tap on the QR codes:

[Rugby:](#)



[Football:](#)



For further support and advice about head injuries, contact:



- Visit the [Brain Injury Trust website](#).



<http://www.what0-18.nhs.uk>

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