



## **FIRST AID POLICY**

### **STATUTORY**

OWNER :	Gill Potter
GOVERNOR'S COMMITTEE:	Full Governing Body
DATE OF LAST REVIEW:	Autumn Term 2022
NEXT REVIEW DATE:	Autumn Term 2023

# FURZEFIELD PRIMARY 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 [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's appointed person(s) are the Headteacher, Deputy Headteacher and SBM. They are responsible for:

- Taking charge when there is a critical incident / activating the emergency plan
- 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:

- Taking charge when someone is injured or becomes ill
- 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)
- Keeping their contact details up to date

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### 3.2 The local authority and governing board

Surrey County 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.

### 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 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 and appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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 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 office staff will contact parents immediately
- The first aider and relevant member of staff will complete an accident report form 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.

### 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 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
- Information about the specific medical needs of pupils
- Any medication that a child may need
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

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.

For other years, there will always be at least 1 staff member competent in first aid on school trips and visits.

## 5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- The school kitchen
- School minibus

## 6. Record-keeping and reporting

### 6.1 First aid and accident record forms

- An accident form will be completed by the first aider and relevant member of staff 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 at appendix 2
- A copy of the accident report form will be stored securely by the School Business Manager
- Accident reports and forms will be retained by the school, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. For adults, this is the date of the incident, plus 6 years. For children, it is the date of birth of the child plus 25 years.

## 6.2 Reporting to the HSE

The School Business Manager 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 School Business Manager will report these to the HSE 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

## 6.3 Notifying parents

The office team or teacher 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.

## 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 the Local Authority Designated Officer (LADO) 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. 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).

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.

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.

## 8. Monitoring arrangements

This policy will be reviewed by the appointed person every year.

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

## 9. Links with other policies

This first aid policy is linked to the:

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

## Appendix 1: list of appointed persons(s) for first aid and trained first aiders

STAFF MEMBER'S NAME	QUALIFICATION	LOCATION
Headteacher	Appointed person	Headteachers office, main corridor
Deputy Headteachers	Appointed persons	Deputies office, Y5/Y6 corridor
Gill Potter	Appointed person	SBM office, main corridor
Karen Attfield	Paediatric First Aid	Red Oak
Liz Deonarain	Paediatric First Aid	Red Oak
Christine Harper	Paediatric First Aid	Red Oak
Becky Swain	Paediatric First Aid	Red Oak / office
Gemma Summers	Paediatric First Aid	Red Oak
Lynne Evans	Paediatric First Aid	EYFS
Rachel Hamson	Paediatric First Aid	EYFS
Laura Higgs	Paediatric First Aid	EYFS
Jackie Jenns	Paediatric First Aid	EYFS
Marion Monville	Paediatric First Aid	EYFS
Jane Taylor	Paediatric First Aid	EYFS
Hayley Young	Paediatric First Aid	EYFS
Carolyn Barber	First Aid at Work	Main corridor
Alison Shirley	Paediatric First Aid	Main corridor
Ruth Triance	Paediatric First Aid	Main corridor
Debbie Williams	Paediatric First Aid	Main corridor
Jane Henty	Schools First Aid / 1 day paed	Main corridor
Laura Huggins	Schools First Aid / 1 day paed	Main corridor
Gemma Wilson	Schools First Aid / 1 day paed	Main corridor
Natalie Davis	First Aid at Work	Office
Natasha D'Angelo	First Aid at Work	Office
Helen Mitchell	First Aid at Work	Office



STAFF MEMBER'S NAME	QUALIFICATION	LOCATION
Gemma Jones	Paediatric First Aid	Office
Gill Potter	Schools First Aid / 1 day paed	Office
Gemma Summers	Paediatric First Aid	Office / Red Oak
Jackie Betts	First Aid at Work	Y5 / Y6 corridor
Bev Morgan	Paediatric First Aid	Y5 / Y6 corridor
Kelly Burch	Schools First Aid / 1 day paed	Y5 / Y6 corridor
Jane Evans	Schools First Aid / 1 day paed	Y5 / Y6 corridor
Elaine Hamm	Schools First Aid / 1 day paed	Y5 / Y6 corridor
Sanjana Mahesh	Schools First Aid / 1 day paed	Y5 / Y6 corridor
Lin Hutchings	Outdoor First Aid	Y5 / Y6 corridor
Mel Roberts	Outdoor First Aid	Y5 / Y6 corridor

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred.			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
SIGNATURE		DATE	

### Appendix 3: first aid training log

Name / Type of training	Expiry Date	Provider
<b>First aid at work</b>		
Carolyn Barber	07/01/2024	SJA
Jackie Betts	08/06/2025	SJA
Natalie Davis	09/01/2023	SJA
Natasha D'Angelo	07/01/2024	SJA
Helen Mitchell	14/01/2023	SJA
<b>Paediatric first aid</b>		
Lynne Evans	11/11/2023	Tigerlily
Rachel Hamson	07/09/2025	SJA
Laura Higgs	11/11/2023	Tigerlily
Gemma Jones	11/11/2023	Tigerlily
Jackie Jenns	06/06/2024	Tigerlily
Marion Monville	06/06/2024	Tigerlily
Bev Morgan	06/07/2025	SJA
Alison Shirley	09/03/2023	SJA
Jane Taylor	26/11/2022	SJA
Ruth Triance	11/11/2023	Tigerlily
Debbie Williams	11/11/2023	Tigerlily
Hayley Young	06/06/2024	Tigerlily
<b>Schools First Aid / 1 day paediatric</b>		
Kelly Burch	27/02/2023	SJA
Jane Evans	12/05/2025	SJA
Jane Henty	12/05/2025	SJA
Elaine Hamm	12/05/2025	SJA
Laura Huggins	23/10/2023	MCG

Sanjana Mahesh	23/10/2023	MCG
Gill Potter	23/10/2023	MCG
Gemma Wilson	12/05/2025	SJA
<b>Outdoor forest first aid</b>		
Lin Hutchings	16/09/2025	SWT
Mel Roberts	14/12/2024	ITC
<b>RED OAK - Paediatric first aid</b>		
Karen Attfield	06/06/2024	Tigerlily
Liz Deonarain	06/06/2024	Tigerlily
Christine Harper	06/06/2024	Tigerlily
Gemma Summers	06/07/2025	SJA
Becky Swain	02/03/2025	SJA

<b>Anaphylaxis/auto-injector training</b>	<b>Date of training</b>	<b>Provider</b>
Katharine Kothe	07/09/2022	Allergywise
Lisa Luna Marley	01/09/2022	Allergywise
Clare Franks	01/09/2022	Allergywise
Lynne Evans	04/02/2020	North East Surrey Training
Helen Mitchell	04/02/2020	North East Surrey Training
Emily Boyce	04/02/2020	North East Surrey Training
Alison Shirley	04/02/2020	North East Surrey Training
Jane Taylor	04/02/2020	North East Surrey Training
Gemma Wilson	04/02/2020	North East Surrey Training
Rachel Collins	02/10/2020	North East Surrey Training
Gill Grogan	02/10/2020	North East Surrey Training
Karen Martin	02/10/2020	North East Surrey Training
Gill Potter	02/10/2020	North East Surrey Training
Chelsea Shorrocks	02/10/2020	North East Surrey Training
Fern Winder	02/10/2020	North East Surrey Training
Gemma Jones	29/06/2021	Surrey School nurses
<b>Diabetes training</b>		
Helen Mitchell	20/09/2019	St Helier Hospital
Jane Evans	20/09/2019	St Helier Hospital
Carolyn Barber	03/10/2019	St Helier Hospital

<b>Catheterization training</b>		
Ruth Triance	08/02/2022	
Carolyn Barber	17/09/2021	Theory only
Jane Henty	17/09/2021	

