

First Aid Policy

Oakhill Church School



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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.

3.1 Appointed person(s) and first aiders

The school's appointed persons are shown in Annex A. 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 report on the same day, or as soon as is reasonably practicable, after an incident (this is via the CPOMS, or EEC Safety Suite depending on the accident and who it was to)
- Keeping their contact details up to date

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

3.2 The Bath and Wells Multi Academy Trust

The Trust has ultimate responsibility for health and safety matters in the school, but 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 (this can be via EEC Safety Suite, or the first aid risk assessment template – on SharePoint)
- 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
- Ensuring that specified incidents are reported to the HSE when necessary (automated via EEC Safety Suite)

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 for all incidents they attend to via CPOMS.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

3. 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 office manager (Mrs Harding) will contact parents immediately
- The first aider will complete the CPOMS incident form on the same day or as soon as is reasonably practical after an incident resulting in an injury. Trivial injuries, e.g. playground abrasions etc. should be recorded in CPOMS. Significant injury accidents or near-misses should be recorded in the Accident Reporting module of the EEC Health and Safety Management system
<https://www.eeclive.co.uk/bwmat>

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
- Parents' contact details

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 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.

4. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

Large First aid kits are stored in:

- The school hall
- Main office
- Main Playground (Right hand cupboard)

Small first aid kits are kept in every classroom and MDSA carry small kits during lunchtime.

5. Record-keeping and reporting

5.1 First aid and accident book

- A log of the accident should be made in CPOMS, this will be completed by the 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
- Records held on CPOMS and EEC Safety Suite 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.

5.2 Reporting to the HSE

Accidents which result in a reportable injury, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), regulations 4, 5, 6 and 7, must be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Full details can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>. In normal circumstances such injuries will be identified by the Estates and Facilities Manager (at the BWMAT) through the EEC Safety Suite and reported electronically to the HSE.

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 (non-employee) being taken to hospital for treatment.
 - 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

5.3 Notifying parents

The office 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.

5.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify Somerset County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All school staff can 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 2).

Staff renew their first aid training when it is no longer valid, which is arranged through the school.

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 and is updated at least every 3 years.

7. Monitoring arrangements

This policy will be reviewed by the Head Teacher every 2 years.

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

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 First Aiders

Staff member's name	Role
Sue Harding	Administration Officer
Dee Bulmer	Admin Assistant
Rachel Bodinar	Class Teacher
Hayley Hamblin	Class Teacher
Alex Somerville	Class Teacher
Freyr Bendleton	Class Teacher
Lynne Parsley	Teaching Assistant
Karen Stone	Teaching Assistant
Christina Williams	Teaching Assistant
Shelley Phillips	Teaching Assistant
Ann Stringer	MDSA/School Crossing Patrol/Breakfast & After School Club Supervisor
Maria Rich	MDSA

Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>First Aid</i>	Dee Bulmer	March 2018	March 2021
<i>Paediatric First Aid</i>	Sue Harding, Rachel Bodinar, Alex Somerville, Freyr Bendleton, Hayley Hamblin, Lynne Parsley, Shelley Phillips, Christina Williams, Karen Stone, Ann Stringer, Maria Rich	Dec 2016	Dec 2019
<i>Type 1 Needle Diabetes</i>	Phillip Morris, Sue Harding, Mary Creed	Sept 2017 (SH) Jan 2018 (PM)	
Type 1 Needle Diabetes (Refresher)	Sue Harding & Mary Creed	Sept 2018	
Team Teach	Rob Bird, Alex Somerville, Shelley Phillips & Lorraine Caddick Rachel Bodinar, Jo Fear, Gayle Brown, Hayley Hamblin	Dec 2018 July 2019	