

# Highgate Primary Academy

## FIRST AID POLICY September 2023-24

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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 has a large number of trained paediatric first aiders. 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 by having the office team call home – recorded on Bromcoms.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Filling in Athena – Incident Log – (BBB) Bones, Bruises and Blood. SLT must be informed.
- Complete RIDDOR form with Principal if required (hospital treatment- Bones, Bruises and Blood). Alert Astrea Trust H/S Lead.
- Keeping their contact details up to date.

Our school's paediatric first aiders are listed. Their names will also be displayed prominently around the school.

### **3.2 The Highgate Primary Academy and Governing Board**

Astrea Academy Trust 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. Highgate Primary Academy staff/leaders will oversee day to day requirements.

The governing board delegates operational matters and day-to-day tasks to the principal and staff members.

### **3.3 The Principal**

The principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are always present in the school.
- 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 in school are.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Dinner supervisors will complete accident slips and ensure staff are aware.
- First Aid Lead - will quality assure all medical slips – and SLT will check at random time.
- Informing the Principal 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 report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- The principal will complete a RIDDOR form if required – BBB/Hospital
- An Athena Incident log will also be completed if – BBB
- Parents/Carers will always be informed of head injuries / and advised to seek medical support asap.

## 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, 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

## 4.2 What constitutes an emergency?

An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

### Emergency Procedures

- A telephone call will be made to the preferred number listed on the school database. If no contact has been able to be made, or no return phone call has been made, the school will attempt to ring the emergency contacts.
- If a child has a serious medical condition, i.e. diabetes, the needs of that child are posted on the staffroom board for all staff in the school to be aware of.
- Information on procedures to follow in the case of an asthma attack is displayed in all classrooms and shared/communal areas.
- All emergency procedures should be carried out by a qualified First Aider.
- If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. A member of staff, accompanied by another member of staff, should accompany the child/adult to the hospital.
- Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child's details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).
- In situations where it is determined that a hospital assessment should be sought, the parent/carer would be advised to attend the hospital. If the school is unable to contact the parent/carer or emergency contacts, the child will be taken to hospital, via taxi, accompanied by a First Aider and member of the senior leadership team.
- The school has a defibrillator for emergency use in the case of cardiac arrest.

# 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:

- SBM office
- In a Box

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster, or ice pack for a short time.
- For children in Reception and Key Stage 1 an accident form note is sent home to inform parents.
- For Key Stage 2 children, an accident form note is sent home
- If there has been a head injury or BBB – call home will be made to parents and recorded on Bromcom.
- Athena Incident Log - accident form (Accident/Near Miss/Violence at Work Reporting Form, 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.
- A copy of the accident 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 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 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**

The class teacher or teaching assistant will inform/give a copy of the accident slip to 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. This includes for pupils in Foundation Stage, Key Stage 1 & Key Stage 2 all will receive a note to take home for any minor accidents.

### **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 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. This number may be increase as required.

## 8. Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years.

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

This policy will be reviewed in September 2024.

## 9. Links with other policies

This first aid policy is linked to the

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