

# Goldsworth Primary School

## First Aid Policy 2023



### Contents

1. Aims .....	1
2. Legislation and guidance .....	1
3. Roles and responsibilities .....	2
4. First aid procedures .....	3
5. First aid equipment.....	3
6. Record-keeping and reporting.....	4
7. Training .....	5
8. Monitoring arrangements .....	5
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	
Appendix 2: accident report form .....	

### 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 Education \(Independent School Standards\) Regulations 2014](#), 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 is Helen Cross, the Pupil Welfare Officer. She is responsible for (with the support of the office manager and Inclusion Leader):

- 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
- Sending pupils home to recover, where necessary
- Keeping their contact details up to date

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
- Contributing to the accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

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

#### **3.2 The governing board**

The governing board 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 appointed person and/or 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 in school are
- 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 school office will contact parents immediately
- An accident report form will be completed 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
- Parents' contact details

Risk assessments will be completed by the teachers 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 for Reception, 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
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses (In the office)
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (in the office)

Basic first aid equipment is available in each class medical bag.

## 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 if dealt with by the office staff.
- Class first aid is logged on a form in the medical bags. These are collected by the office and filed once completed.
- 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 filed.
- Records held, 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

### 6.2 Reporting to the HSE

The Pupil Welfare Officer 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 medical administrator 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:

[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

A member of the office team or senior leader 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 inform Surrey Children Services 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 where deemed necessary.

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.

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.

## 8. Monitoring arrangements

This policy will be reviewed by the Inclusion Leader & Pupil Welfare Officer every 3 years or earlier if needed.

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

Links with other policies

This first aid policy is linked to the

- Supporting Medical needs policy
- Supporting Children with Health Needs who Cannot attend school

***Date Adopted: May 2020***

***Reviewed: January 2023 by E Knight and Helen Cross***

***To be reviewed: January 2024***

## Appendix 1: Trained First Aiders 2022 - 2023

3 day First Aid at Work (faw): <b>16/09/2021 to 15/09/2024</b>	6 hour Emergency First Aid at Work for schools (efaw-s): <b>02/09/2021 to 01/09/2024</b>
12 Hour Paediatric First Aid (pfa) 12 Hour Paediatric First Aid (Blended Learning) See various dates relevant staff trained	Paediatric First Aid – Forest Schools (pfa - forest schools): See various dates relevant staff trained
Emergency Paediatric First Aid (6hr) 03/01/23 to 02/01/26	

### Early Years

Susanne Pugh (pfa  
24.09.2021 to **23.09.2024**)

Gemma Nuttall (pfa  
11.10.2021 to **10.10.2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Justine Grech (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Naiara Ferrer (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

### Year 1

Caron Richards (efaw-s  
02/09/2021 to **01/09/2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Amy Dansh (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Demi Colman (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Liz Clarke (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Samina Mazhar (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

### Year 3

Eleanor Grainger (efaw-s  
02/09/2021 to **01/09/2024**)

Lisa Lewis (efaw-s  
02/09/2021 to **01/09/2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Stefano Cesarini  
(Emergency Paediatric First  
Aid (6hr) 03/01/23 to  
02/01/26

Catherine Zanker  
(Emergency Paediatric First  
Aid (6hr) 03/01/23 to  
02/01/26

### Year 2

Clare Mills (efaw-s  
02/09/2021 to **01/09/2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

### Year 5

Rob Bannon (efaw-s  
02/09/2021 to 01/09/2024)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Rossella Graziuso  
(Emergency Paediatric First  
Aid (6hr) 03/01/23 to  
02/01/26

Sue Cicigoi (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Simonela Bocaniala  
(Emergency Paediatric First  
Aid (6hr) 03/01/23 to  
02/01/26

### Year 6

Sharon Bray (efaw-s  
02/09/2021 to **01/09/2024**)

Sirkku Cockin (efaw-s  
02/09/2021 to **01/09/2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Sue Sharp (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Pina Consiglio (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Aysha Nasim (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

### Year 4

Lisa Lewis (efaw-s  
02/09/2021 to 01/09/2024)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Claire McPherson  
(Emergency Paediatric First  
Aid (6hr) 03/01/23 to 02/01/26

Margarita Lee (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

### The Haven

Jane Stone (efaw-s  
02/09/2021 to **01/09/2024**)

Julia Conner (pfa-forest  
schools 09/11/2022 to  
**08/11/2025**)

Megan Wishart  
(Emergency Paediatric  
First Aid (6hr) 03/01/23 to  
02/01/26

### Other Staff

Dan Worth (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Natalie White (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Laura Thomson (pfa  
09/05/2020 to 08/05/2023)

### Wise Owl Club

Zoe Durrant (pfa-blended  
learning – 21.06.2021 to  
**20.06.2024**

Dawn Durrant (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Kayley McKinley (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Nathan Tapley (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Kim Webster (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Natalie White (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26

Michael Cooley (12 hour full  
pfa) 21/01/2023 to 20/01/2026

### Front Office

Helen Cross (faw 16/09/2021 to  
**15/09/2024**)

Helen Cross (pfa 11/04/2021 to  
**10/04/2024**)

Iffat Davies (Emergency  
Paediatric First Aid (6hr)  
03/01/23 to 02/01/26