



## Bathford Church School

### First aid Policy

Contents	Page Number
1 Aims	2
2 Legislation and guidance	2
3 Roles and responsibilities	2
4 First aid procedures	3
5 First aid equipment	4
6 Record-keeping and reporting	4
7 Training	4
8 Monitoring arrangements	5
9 Links with other policies	5

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Appendix 2: first aid training log

Document Owner:	Operations
Version:	V2
Date of last review:	May 2022
Category:	Trust Policy/Procedure

## **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

This policy complies with our funding agreement and articles of association.

## **3. Roles and responsibilities**

### **3.1 Appointed person(s) and first aiders**

The school's appointed person(s) is Vanessa Woollett. 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 schools accident book, or EEC Safety Suite depending on the accident and who it was to)
- Keeping their contact details up to date

Our school's 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 (using 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 where a first aider 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.
  - If it is a Tier 1 minor injury e.g. a graze or minor cut this should be gently cleaned with a moist cleaning wipe and a plaster used if necessary. First Aid Kits are taken out for each class at playtimes and the class accident book is stored within this kit. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. This can be done at location of incident. If necessary, a child can be brought to Learning Lounge 3 and the area outside it.
  - Disposable gloves will be used when dealing with all types of accidents that involve bodily fluid.
- 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
  - Tier 2: Significant injuries or head injuries to be notified to lead designated first aider, Ness Woollett and senior leadership team Becky Hayter and Lynnette Baily /Jennifer Keenan.
- 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 administrator/manager will contact parents immediately
- The first aider will complete the class accident book which can be found with the class first aid kit/EEC Safety Suite accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- For pupils, trivial injuries, e.g. playground abrasions etc. should be recorded in the class accident book. 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> This includes accidents which have resulted in a child needing to go to hospital.
- If a head injury, nosebleed or significant injury the first aider must complete the relevant form and share with the office who will then notify parents.
- For employees/visitors/contractors all 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

The following are based on the HSE's recommendation for a minimum travelling first aid kit

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
- 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 visit leader/s 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**

As a basic guide and where there is no special risk, the minimum stock of First Aid items (as advised by the HSE) would be:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet Basic advice on first aid at work;
- 20 plasters of varying useful sizes;

- Two slings (preferably sterile);
- One pack of gauze swabs;
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Each classroom
- Learning Lounge 3
- Reception (at the desk)
- The school kitchens

## **6. Record-keeping and reporting**

### **6.1 First aid and accident book**

- A log of the accident should be made in the Class Accident Book, or on EEC Safety Suite depending on the severity and whom it was to. This will be completed by the first aider 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
- A copy of the EEC accident report form will also be added to the pupil's educational record by the office administrator.
- Records held in the accident book 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

### **6.2 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 of the specific requirements related to educational establishments can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>. In normal circumstances incidents which are

RIDDOR reportable will be notified to the Estates and Facilities Officer through the EEC Safety Suite. The RIDDOR report will then be reported to the HSE via their online portal.

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

### **6.3 Notifying parents**

The office administrator 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 BANES Child Protection and Safeguarding 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 1 & 2).

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 and is updated at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the office manager every 2 years.

At every review, the policy will be approved by the headteacher and Finance and General Purposes committee.

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



## **9. Appendix 1: list of trained first aiders**

Our staff complete 2 day full paediatric first aid training on a planned rolling programme so that we always have a large number of first aiders who have been recently trained.

<b>Name</b>	<b>Role</b>	<b>Valid until date</b>
Jennifer Keenan	Deputy Headteacher/SENDCO	23/10/23
Lynnette Baily	Acting Deputy Headteacher/Class teacher	23/10/23
Rachel Emmett	Class teacher	23/10/23
Katherine Fairclough	Class teacher	23/10/23
Susie Freeman	Office administrator	23/10/23
Karen Jenkins	Teaching assistant	23/10/23
Natalie Game	Teaching assistant	23/10/23
Carol Leeming	Teaching assistant	23/10/23
Joanna Bice	Teaching assistant	23/10/23
Rhiann O Leary	Teaching assistant	23/10/23
Becky Hayter	Headteacher	2/9/25
Katie Brown	Office Manager	2/9/25
Esther Hinde	Class teacher	2/9/25
Rachel Morcom	Class teacher	2/9/25
Louise Myers	Class teacher	2/9/25

Vanessa Woollett	Teaching assistant	2/9/25
Hannah Burgin	Class teacher	2/9/25
Sophia Matadeen	Class teacher	2/9/25
Hannah Hart	Class teacher	2/9/25
Leanna Mason-Smith	Class teacher	2/9/25
Lisa Weeks	Wrap around care	2/9/25
Debra Cruse	Teaching assistant	2/9/25
Lucy Hancock	Teaching assistant	2/9/25
Karen Mortimer	Teaching assistant	2/9/25
Alejandro Cazalla	Teaching assistant	2/9/25
Miltos Samaras	Teaching assistant	2/9/25

**10. Appendix 2: first aid training log**

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
2 day paediatric first aid	See appendix 1 above	See appendix 1 above	See appendix 1 above
Epi-pen training	All staff	September 2021	Sept 22
Epi-pen training refresher for new staff	Sophia Matadeen	September 2022	Sept 23