



# First Aid Policy

## Document Management Information

<b>Applicable to:</b>	All staff in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff. All Members and Trustees.
<b>Development and Consultation:</b>	The policy has been developed with reference to statutory guidance.
<b>Dissemination:</b>	The policy will be available to staff via Every.
<b>Implementation:</b>	Staff in all academies will use the policy.
<b>Training:</b>	Relevant staff should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility for supporting pupils with first aid.
<b>Review Frequency:</b>	The policy will be reviewed annually. The policy will be reviewed earlier if needed in the light of new evidence/legislation/guidance.
<b>Policy Author:</b>	Penny Rawlins, Director of Governance and Compliance
<b>Executive Policy Owner:</b>	Kim Duff, Deputy CEO.
<b>Approval by:</b>	Education Committee.
<b>Approval Date:</b>	2 <sup>nd</sup> October 2023
<b>Next Review Due:</b>	September 2024

## Revision History

Document version	Description of Revision	Date Approved
V1.0	Approved version by Committee	2 <sup>nd</sup> October 2023

## Contents

1. Aims .....	4
2. Legislation and guidance.....	4
3. Roles and responsibilities.....	4
4. First aid procedures .....	5
5. First aid equipment .....	7
6. Record-keeping and reporting .....	7
7. Training .....	9
8. Monitoring arrangements.....	9
9. Links with other policies .....	9
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	10
Appendix 2: first aid training log .....	11
Appendix 3: accident report form .....	13

---

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors

This policy sets out our approach to first aid across Pathfinder Schools

Sections 3, 4, 5, 6 and 7 set out the procedures and provision for Havelock Schools. Appendices 1 and 2 set out the details of first aid staff and training for Havelock Schools.

- Ensure that staff and trustees 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 appointed person(s) at each school 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 (see the template in appendix 3)
- Keeping their contact details up to date

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

## 3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the principal / headteacher and staff members of each school and the appointed person/first aider at the trust's central office.

## 3.3 The principal / headteacher

The headteacher is responsible for local implementation of the 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 3) 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
- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)

- 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 administrator will contact parents immediately
- The first aider/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
- Parents' contact details via contact with school teams who can access management information systems immediately

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 × 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 coordinator( teacher) prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

For schools with Early Years Foundation Stage provision there will always be at least 1 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.

For all other year groups there will always be at least 1 first aider on school trips and visits.

## 5. First aid equipment

A typical first aid kit in our schools 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:

- HIS office
- HIS KIVA First aid point
- HIS Y1 Middle area
- HIS EY First aid point- middle area
- HJS outside main office first aid point
- HJS main toilet area first aid point
- HJS Y6 First aid point
- HJS each year area has a first aid box stored in labelled cupboard
- Kitchen areas and y6 (by cooker) has burns first aid box
- HIS first aid bags- part prepped for trips in office
- HJS first aid bags/rucksacks part prepped for trips outside main office

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 report form in appendix 3
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the admin department if the incident is reported to the local authority.
- Records held in the first aid and accident book will be retained in line with the Pathfinders Schools Records Retention Schedule and in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of via Avena

### 6.2 Reporting to the HSE

The Administrator/SBM 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 Administrator/SBM will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## **School staff: reportable injuries, diseases or dangerous occurrences**

These 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), which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the SBM will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

## **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*

- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available HERE: [How to make a RIDDOR report, HSE](#)

### **6.3 Notifying parents**

The administrator &/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. Parents will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

The SBM &/or SLT 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 SBM &/or SLT will also notify North Northamptonshire Multi Agency Safeguarding Hub (MASH) for any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All 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 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. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Director of Governance and Compliance annually.

At every review, the policy will be approved by the Education Committee.

The first aid provision will be reviewed by the Headteacher at least annually.

## **9. Links with other policies**

This first aid policy is linked to the:

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

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

STAFF MEMBER'S NAME	ROLE & POSITION IN SCHOOL
---------------------	---------------------------

Direct contact by email for any first aider by email: format initial surname@havelock.pfschools.org.uk

Mrs R Kiziak	Executive Head Teacher- Paed./FAAW
Mrs J Carter	Deputy Head – FAAW
Mrs S Bindley	SBM FAAW
Mrs L Thurman	Admin assistant FAAW
Mrs A Wilson	Administrator FAAW
Miss N Sherwood	Administrator FAAW
Mrs S Bowen	Year R H.L.T.A.- Paediatric
Mrs R Harvey	Year 2 T H.L.T.A FAAW
Mrs C Alder	Year 2 Teacher- FAAW & Paed
Mrs S Armer	TA/HLTA Y1 LTS FAAW
Mrs L Wonfor	Lunchtime Supervisor/ Y1 EFA
Ms C Ringrose	Lunchtime Supervisor/Y3 EFA
Miss S East	Lunchtime Supervisor /Y3 EFA
Miss R Handley	YR TA Paediatric
Mrs T Draycott	Teaching Assistant Y6
Mrs S Binch	Teaching Assistant
Mrs C Jennings	Lunchtime Supervisor Y2 Paed.L3
Miss T Cooper	Lunchtime Supervisor Y4/EFA
Mr R Jacques	Year Lead & Teacher FAAW
Mrs J Weekley	HLTA FAAW
Miss K Womack	Teacher FAAW
Mrs M Kernan	HLTA FAAW
Miss C Archer	TA- BB 1 <sup>st</sup> Aid & Paed Y5
Mrs N Ginns	HLTA EFA
Mr M Molloy	Teacher Y5 EFA
Mrs J Spencer	Y4Teacher EFA
Mrs C Dainty	Y6 Paediatric Tigerlily cert
Miss N Perrin	Teaching Assistant Y5 EFA
Miss A Thompson	Lunchtime Supervisor Y6 EFA
Miss S Burrows	Lunchtime Supervisor Y1 EFA
Mrs M Luczak-Pawlikowska	TA Y5 EFA

## Appendix 2: first aid training log ( 2022- Sept 2023)

c/ref tp MIS CPD RECORDS

COURSE NAME	STAFF NAME	DATE ATTENDED
Emergency First Aid at Work	Archer Claire	Mon 12 Sep 2022
Epilepsy Awareness for Schools (online)	Thurman Lorraine	Sun 18 Sep 2022
First Aid at Work	Kernan Marina	Mon 31 Oct 2022
First Aid at Work	Sherwood Nicola	Mon 31 Oct 2022
Haemophilia B Training	Thompson Ashleigh	Tue 20 Sep 2022
Haemophilia B Training	Thurman Lorraine	Tue 20 Sep 2022
L3 First Aid at Work (3 days)	Thurman Lorraine	Mon 07 Aug 2023
Managing Medicines in School	Thurman Lorraine	Wed 01 Feb 2023
Mental Health - Mapping out your priorities	Thurman Lorraine	Sun 05 Feb 2023
MHST - Mental Health for Children Training	Aldridge Louise	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Dainty Caroline	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Dicken Kier	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Draycott Tracey	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Forshaw Mandy	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Politano Natalie	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Spies Cheryl	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Williams Julia	Thu 15 Jun 2023
Paediatric First Aid (Qualsafe Level 3)	Thompson Ashleigh	Tue 07 Feb 2023
Team Teach (One Day training)	Draycott Tracey	Fri 30 Sep 2022
Team Teach One Day Course	Perrin Nichola	Fri 09 Dec 2022
Team Teach One Day Course	Tierney Patrick	Fri 09 Dec 2022
Tourettes Action webinar	Kernan Marina	Wed 14 Sep 2022
Tourettes Action webinar	Loake Sinead	Wed 14 Sep 2022
Tourettes Action webinar	Molloy Michael	Wed 14 Sep 2022
Understanding & Managing Strep A & Scarlet Fever	Sherwood Nicola	Mon 09 Jan 2023
Understanding & Managing Strep A & Scarlet Fever	Thurman Lorraine	Mon 09 Jan 2023
Anaphylaxis Training	Atkins Yvonne	Sun 10 Sep 2023
Anaphylaxis Training	Tyler Susan	Mon 04 Sep 2023
Anaphylaxis Training	Westley Tracey	Mon 04 Sep 2023
DSL - Refresher Training	Carter Jennifer	Thu 21 Sep 2023
Emergency First Aid at Work (1 day)	Burrows Sam	Fri 08 Sep 2023
Paediatric First Aid (2 days)	Kiziak Rachel	Fri 15 Sep 2023
Team Teach	Grundy Natasha	Fri 29 Sep 2023
Administration of Buccal Midazolam	Bowen Susan	Fri 25 Nov 2022
Administration of Buccal Midazolam	Handley Rachel	Fri 25 Nov 2022
Administration of Buccal Midazolam	Peskett Charlotte	Fri 25 Nov 2022
Administration of Buccal Midazolam	Powell Katie	Fri 25 Nov 2022
Attention Autism Programme: Foundation Level	Grainger Mia	Tue 20 Sep 2022
Epi-pen training	Cleworth Rosie	Tue 13 Sep 2022
Epilepsy awareness for schools (online)	Coe Annalisa	Fri 16 Sep 2022
Epilepsy awareness for schools (online)	Cooper Stacy	Mon 12 Sep 2022
Epilepsy awareness for schools (online)	East Sophie	Mon 12 Sep 2022

Epilepsy awareness for schools (online)	Valentine Hayleigh	Fri 30 Sep 2022
Epilepsy awareness for teachers (online)	Bindley Sharon	Thu 29 Sep 2022
Haemophilia B Training	Bindley Sharon	Tue 20 Sep 2022
Haemophilia B Training	Wilson Alison	Tue 20 Sep 2022
Haemophilia B Training	Wonfor Lynsey	Tue 20 Sep 2022
Haemophilia Training	Bubeer Rachel	Thu 01 Sep 2022
Haemophilia Training	O'Leary Kate	Thu 01 Sep 2022
Introduction to Adverse Childhood Experiences	Armer Sharne	Thu 16 Mar 2023
Introduction to Adverse Childhood Experiences	Atkins Yvonne	Wed 15 Mar 2023
Introduction to Adverse Childhood Experiences	Bowen Susan	Thu 16 Mar 2023
Introduction to Adverse Childhood Experiences	Coe Annalisa	Thu 16 Mar 2023
Introduction to Adverse Childhood Experiences	East Sophie	Wed 15 Mar 2023
Introduction to Adverse Childhood Experiences	Halliwell Sally	Thu 16 Mar 2023
Introduction to Adverse Childhood Experiences	Handley Rachel	Thu 16 Mar 2023
Introduction to Adverse Childhood Experiences	Reynolds Tara	Wed 15 Mar 2023
L3 Emergency First Aid at Work	Spencer Jennifer	Fri 03 Mar 2023
MHST - Mental Health for Children Training	Armer Sharne	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Atkins Yvonne	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Bubeer Rachel	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Carter Jennifer	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Cleworth Rosie	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Coe Annalisa	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Glenn Lisa	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Greensmith Catherine	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Joss Julia	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Kiziak Rachel	Thu 15 Jun 2023
MHST - Mental Health for Children Training	O'Leary Kate	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Powell Katie	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Spencer Jennifer	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Steel Rebecca	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Taylor Karen	Thu 15 Jun 2023
MHST - Mental Health for Children Training	Tyler Susan	Thu 15 Jun 2023
NHS online Epi-Pen training	Coe Annalisa	Fri 09 Sep 2022
NHS online Epi-Pen training	Ringrose Clare	Fri 14 Oct 2022
NHS online Epi-Pen training	Spencer Jennifer	Mon 26 Sep 2022
Paediatric First Aid refresher (2 days)	Handley Rachel	Tue 22 Nov 2022
QA L3 Paediatric First Aid	Harvey Rowena	Fri 11 Nov 2022
Team Teach	Steel Rebecca	Fri 09 Dec 2022
Team Teach One Day Course	Grainger Mia	Fri 30 Sep 2022
Team Teach One Day Course	Harvey Rowena	Fri 18 Nov 2022
Team Teach One Day Course	Kiziak Rachel	Fri 30 Sep 2022
Team Teach One Day Course	Littler Amy	Fri 18 Nov 2022
Team Teach One Day Course	Reynolds Tara	Fri 18 Nov 2022

