



**All Saints C of E  
Infant and Nursery School**

**Selston C of E  
Infant and Nursery School**

# First Aid in Schools Policy

*Opening hearts and minds through  
the grace and love of God*

*Reviewed: January 2024  
Next Review Date: Sept 2025*

**ALL SAINTS CHURCH OF ENGLAND (VA) INFANT SCHOOL AND  
NURSERY SCHOOL**

**SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY  
SCHOOL**

**MISSION STATEMENT**

*Opening hearts and minds through the grace and love of God*

At All Saints Infant School and Nursery School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

## **First Aid in Schools**

### **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.

### **Legislation and Guidance**

This policy is based on advice from the Department for Education on first aid in schools; health and safety in schools, the Early Years Statutory Guidance 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.

### **Roles and Responsibilities**

#### **Paediatric First Aid**

At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

The following staff have paediatric first aid training;

- Jodi Spencer (Selston)
- Sarah Barlow (Selston)
- Lisa Gregory (Selston)
- Barbara Crosby (All Saints)
- Kim Bailey (All Saints)
- Beth Ellis (All Saints)
- Emma King (All Saints)

#### **Appointed Person(s) and First Aiders**

The school's appointed persons 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 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;
- Keeping their contact details up to date.

Our school's appointed persons are:

- Sarah Barlow (Selston)
- Rachel Bainbridge (Selston)
- Beth Ellis (All Saints)
- Emma King/Barbara Crosby (All Saints)

Along with the Assistant Heads, they will take responsibility in the event of illness or injury in school. Their names will also be displayed prominently around the school.

### **The Governing Body**

The Governing Body 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.

### **The Headteacher**

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

- Ensuring that an appropriate number of appointed persons 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 teachers 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.

### **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/appointed person is not called;
- Informing the headteacher of any specific health conditions or first aid needs.

## **First Aid Procedures**

### **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/carers will be contacted and asked to collect their child;
- Upon their arrival, the first aider will recommend next steps to the parents/carers;
- If emergency services are called, a member of SLT will contact parents/carers 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.

### **Off-site procedures:**

When taking pupils off the school premises, staff will ensure they always have access to the following:

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of pupils;
- Parent/carers' contact details.

Risk assessments will be completed by the visit leader and checked by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on a KS1 trip and at least one paediatric first aider on an Early Years trip. Visits will only be undertaken if it is safe to do so.

### **First Aid Equipment**

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

- A leaflet with general first aid advice
- Medium sterile dressing
- Large sterile dressing
- Triangular dressing
- Eye dressing
- Adhesive dressings
- Sterile wet wipe
- Microporous tape
- Nitrile gloves - pair
- Face shield
- Foil blanket

- Burn dressing 10 x 10cm
- Clothing shears
- Conforming bandage
- Finger dressing
- Sterile eyewash 250ml

No medication is kept in first aid kits. First aid kits are stored in:

- The school office
- The dining room
- All classrooms have a small first aid kit

## **Record-Keeping and Reporting**

### **First aid and accident record book;**

An accident form will be completed by the first aider/relevant member of staff using F45-5 Accident and Incident Notification Form on the same day or as soon as possible after an incident resulting in an injury. This will be uploaded to the Southwell and Nottingham Multi Academy Trust Teams site for accident reporting.

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 child's file on ScholarPack. Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **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 HSE 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

### **Notifying Parents/Carers**

The Headteacher or Assistant Head will inform parents/carers 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. If a child has seriously bumped their head, parents/carers will receive a phone call immediately after the incident.

### **Reporting to Agencies**

The Headteacher will notify the Health and Safety Executive (HSE) of fatal and major injuries, and dangerous occurrences without delay. The Headteacher will also notify the Southwell and Nottingham Multi Academy Trust and the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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. Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least one 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.

### **Monitoring Arrangements**

This policy will be reviewed by the Headteacher every two years. At every review, the policy will be approved by the Headteacher and Governing Body.

### **Links with Other Policies**

This first aid policy is linked to the:

- Health and Safety Policy
- Risk assessments
- Policy on Supporting Pupils with Medical Conditions