



Water Hall Primary School First Aid Policy

Person responsible:	Becky McGuire	
Approved by:	Water Hall Academy Improvement Board (AIB)	Date: 29.01.21
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We promote British Values as part of our SMSC curriculum and they are woven through all our policies. British Values are; Democracy, the rule of Law, individual liberty, respect and tolerance.

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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

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 persons are:

Becky McGuire, Adele Howson, Sandra Jaina, Jan Lysaght, Sharon Bonsell, Tina Day, Hannah Archer and Maria Sharp.

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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and 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.

3.4 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 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)

3.5 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 (see appendix 2) for all incidents they attend to
- 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. HT or DHT must then also be advised if an ambulance is being called to the school.
- 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. Permission needs to be sought from HT or DHT for a child to be collected from school.
- If emergency services are called, the HT or DHT, in the first instance, will contact parents immediately
- The members of staff who had dealt with the accident will complete an accident report form on the same day or as soon as is reasonably practicable 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.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider, with a current first aid certificate, on school trips and visits, or paediatric first aid certificate if the trip is for EYFS, as required by the statutory framework for the Early Years Foundation Stage. If this is unable to happen then risk assessments will be carried out with the final approval of the HT or DHT.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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.

This kit will be available in the Medical room with an essential kit in each classroom.

First aid kits are stored in:

- Classrooms
- Medical room (next to SENDCo office)
- School reception
- School kitchen (Cucina)
- Tech kitchen (pupils)
- PE cupboard
- Reception
- Nursery

6. Record-keeping and reporting

6.1 First aid and accident record book

An accident form will be completed by the attending 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 form at **Appendix 2**
- A copy of the accident report form will also be added to the pupil's CPOMs profile, using the first aid lozenge by the attending member of staff
- 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, and then securely disposed of

6.2 Reporting to the HSE

The Business Manager 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 Business Manager 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

The attending member of staff 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. A copy of the accident form will be sent home with the child. If a child has had a head injury, a phone call home will be made to inform parents ensuring

that they are informed of signs and symptoms they need to look out for relating to possible concussion e.t.c. Following this phone call, a bumped head letter will be sent via Arbour- Appendix 3

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 Milton Keynes Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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 must 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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Academy Improvement Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions
- EYFS Policy

Appendix 1: list of appointed person(s) for first aid

FIRST AID

In the event of accident contact:

First Aid at Work	Pediatric First Aiders
Tina Day (July 2023)	Hannah Archer (September 2024)
Jan Lysaght (November 2024)	Marie Sharp (November 2024)

All staff have undertaken the National College's Pediatric & First Aid in school's courses online.

First Aid Kit Locations:

- School Office
- Medical Room (next to SENCo office)
- Foundation Department
- All Classrooms
- School Kitchen
- PE Cupboard
- Tech Kitchen
- Nursery



**If it is an
emergency
dial
999**

Appendix 2- Accident record form

<input type="checkbox"/> Book No.	<input type="checkbox"/> Page No.	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date Completed	<input type="text"/>	Person Completed Sheet Handed To
<input type="checkbox"/> Book No.	<input type="checkbox"/> Page No.	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date Completed	<input type="text"/>	Person Completed Sheet Handed To

A SEPARATE RECORD SHOULD BE FILLED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front cover of the book for safe keeping.

Accident Record

1. ABOUT THE PUPIL WHO HAD THE ACCIDENT

Name _____
Year _____ Form _____

2. ABOUT YOU, THE PERSON FILLING IN THIS RECORD

Teacher Pupil Other

Name _____
Department/Form _____

3. ACCIDENT DETAILS

Date _____ Time _____
Place _____

4. DESCRIPTION OF ACCIDENT AND CAUSE

Pupil Treated By _____

Position _____

Action Taken _____

Parents Informed? Yes No How? _____

Tick If Risk Assessment Required

Signed _____ Date _____

5. Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

How Was It Reported? _____

Print Name _____

Signature _____ Date Reported _____

6. This section should be signed by the Data Protection Officer (DPO), or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.

Signed _____

Date _____

Appendix 3- Bumped head letter



Water Hall Primary School
Fern Grove
Bletchley
Milton Keynes
MK2 3QF

Telephone: 01908 377833
Email: office@waterhallprimary.co.uk

Headteacher: Miss Becky McGuire

Dear Parent / Carer

Bumped Head letter

Your child has had a head bump at school today, which has been treated by a qualified first aider. They are well and are being observed for the rest of the day at school.

However it is important that you watch out for signs or symptoms in your child which might indicate a more serious injury,

Please keep in mind that these symptoms can develop days after the incident.

Please watch for

- Drowsiness that is unexpected
- Dizziness
- Vomiting
- Headache
- Any complaint of seeing double or blurred vision
- Confusion
- More emotional or sadness
- Nervous, anxious or irritable
- Neck pain
- Seizure or convulsion
- Loss of consciousness

If any of these signs develop or you are worried in anyway, then you should contact your doctor or another medical professional for further advice

Yours Sincerely

Becky McGuire
Head Teacher



Tove Learning Trust c/o Spanne School, Brackley Road, Towcester, Northamptonshire, NN12 6DJ