

# First Aid Policy Including EYFS



	Name	Date
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Checked and Reviewed by:	James Griffiths - Head	4 <sup>th</sup> March 2024
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## 1. Aims

The aims of our first aid policy is 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

The school will provide First Aid cover during the working hours of the school week and, where appropriate and necessary, out of school hours. There will be at least one qualified person in the building when children are present. First Aid kits for minor injuries are available for use on all floors, the staff room and in the office.

The contents of the on-site First Aid kits are checked on a weekly basis by the Site Manager and replenished where necessary.

The Head, will ensure that there is an adequate number of qualified first aiders within the school, on trips and in the playground. For Early Years Foundation Stage (EYFS) there will be at least one first aider with a current

paediatric first aid (PFA) certificate, as required by the statutory framework for the Early Years Foundation Stage.

Those renting school premises for non-school activities are expected to make their own first aid arrangements.

### **3.1 Appointed First Aiders**

First aiders are trained and qualified to carry out the role (see section 6) and are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in the portable first aid kits for off-site activities, and replenishing the contents of these kits when items have been used
- 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filling in an accident report as soon as is reasonably practicable, after an incident (The top copy is to be signed and given to parents. The duplicate copy is retained on file).

### **3.2 The Head**

The Head 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring specified incidents are reported to the HSE when necessary (see section 5.2)

## **4. First Aid 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 with the child until help arrives.

The school office will contact the emergency services if required – ideally this should be using the portable phone, so in-situ guidance can be given and received.

The first aider will make the judgement call on whether the injured person should be moved or placed in the recovery position.

If the first aider judges that a pupil is too unwell to remain in school, a member of the Senior Leadership Team will take a decision that the 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.

All head bump injuries require a phone call to the parent/carer to alert them to the injury and ensure vigilance for the next 24 hours.

The first aider will complete an accident report form on the same day after an incident resulting in an injury (see section 5.1)

#### **4.1 On-site First Aid Boxes**

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

- 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 un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- 3 pairs of disposable gloves
- PPE (full PPE to be worn when dealing with bodily fluids) No

medication is kept in first aid kits.

First aid kits are stored on all floors

#### **4.2 Off-site Procedures**

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

A mobile phone

A first aid kit including, at minimum:

- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- 1 individually wrapped moist cleansing wipe
- Information about the specific medical needs of pupils

For EYFS there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **5. Record keeping and reporting**

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

An accident form will be completed by the first aider on the same day. As much detail as possible should be supplied on the accident form.

The top copy of the accident form will be given to the class teacher/TA to hand over to the parent/guardian at the end of the school day.

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.

### **5.2 Reporting to HSE**

The Pastoral Support Mentor 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 Pastoral Support Mentor 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

Information on how to make a RIDDOR report is available here:

### **5.3 Notifying Parents**

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. The top copy of the accident reporting form will be given to them. In addition the parent/guardian of any child sustaining a head injury will be telephoned on the day of the injury.

### **5.4 Reporting to Child Protection Agencies**

The Head will notify Islington Safeguarding of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6. Training**

All first aiders must have completed a first aid training course and must hold a valid certificate of compliance to show this.

A copy of the first aid certificate is to be held on file.

The school will hold a register of all first aiders, the qualification they hold and how long this is valid to.

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

## **7. Monitoring arrangements**

This policy will be reviewed by the Head every 2 years (subject to change)

At every review, the policy will be approved by the Head and the Board of Governors.