



# First Aid Policy

## Hayward's Primary School



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## 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### 3. Roles and responsibilities

The school will ensure that all relevant staff are first aid trained and receive regular updates. Due to the school having Early Years Foundation Stage classrooms, at least 1 person who has a current paediatric first aid (PDA) certificate will be on the premises at all times.

#### 3.1 The local authority and governing board

Devon County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

#### 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.

#### 3.3 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
- 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 First aiders

First aiders are trained and qualified to carry out the role (see section 7) and will follow these procedures:

- Act 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
- For all first aid **requiring monitoring**, establish a triage sheet to log the medical care and ongoing provision.
- Consult the First Aid Flow Chart when deciding on the appropriate steps to be taken
- If the first aid needs are identified to be in the **GREEN** banding, they will ensure **that appropriate paperwork is completed**, the class teacher is informed of the incident and a verbal update will be provided.
- In an accident where a pupil's first aid needs are identified to be in the **ORANGE or RED** banding, either a parent text ( for head bumps) or phone call home will be made. A triage sheet will be established and placed in the child's classroom. Communication with the relevant staff will take place, the child will be monitored by allocated staff.
- If a head bump occurs, staff refer to the Head Bump Flow Chart to ensure that appropriate steps are followed. This will be identified within the **ORANGE or RED** banding depending on the seriousness of the incident.
- Send pupils home to recover, where necessary, or when there is any concern that an injury might require the additional attention of a trained professional e.g. a doctor and/or a visit to the hospital.
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Support the school in monitoring the date that their first aid training expires.
- Ensure there is an appropriate supply of medical materials in first aid kits, and replenishing the contents of these kits

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school in the school offices, first aid area, staffroom, disabled toilet, DT and Art rooms, school kitchen and in each classroom pack.

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know who the first aiders in school are – details are kept in the school offices, first aid area, staffroom, disabled toilet, DT and Art rooms, school kitchen and in each classroom pack .
- Monitoring pupils when a first aider has decided that it is safe for the pupil to remain in school and to record their observations on the triage sheet. They will seek additional support from a first aider if concerns reappear or the medical situation appears to be worsening..
- Completing relevant accident reports (see appendix 2) where needed in relation to first aid situations.
- 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 seek the assistance of a qualified first aider, who will provide the required first aid treatment. At breaktime and lunchtime a designated first aider is identified within the timetable and can be contacted by the school radio system.
- When called, the first aider 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
- The first aider will use the First Aid Flow Chart to support their decision making.
- The first aider will seek a second First Aider / SLT member to support decision making where appropriate.
- The first aider will also decide where the injured person should be treated.
- 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 and advised to seek medical support.
- If emergency services are called, the first aider will communicate via the radio to ask that the school office contact parents immediately. Office staff are aware that their own mobile phone may need to be used in this situation, particularly if the lines are closed due to contact with the emergency services.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- If the advice of external services (e.g. a doctor, hospital) is required, the appropriate form will be completed and the Health and Safety lead will ensure that this is placed on the OSHENS system.
- 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, a nominated member of staff will be identified to provide first aid cover. Staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit relevant to the likely medical needs of the trip.
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the member of staff leading the trip prior to any educational visit. This risk assessment will be checked by the EWO/Headteacher who will authorise the trip and the arrangements that have been put in place. Risk Assessments should be sent through to the headteacher on evolve.

There will always be the appropriate number of qualified first aiders on school trips and visits. For EYFS trips, there will always be a qualified paediatric first aider. Forest School Risk Assessment and procedures can be found by looking at Appendix 6.

## 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, including crepe bandages.
- Eye pad bandages
- Sterile eye-wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Sick bags

- Antiseptic alcohol free wipes
- Plasters of assorted sizes
- Low adherent dressings
- Gauze swabs
- SteraStrip/Relistrip
- Scissors
- Paper towels
- Disposable face masks
- Tweezers
- CPR mouth shield
- (For off-site trips – tick removal tool)
- ( For off-site trips - Disposable ice pack)
- (For off-site trips – Digital thermometer)
- Yellow clinical waste bags
- baby wipes
- disposable nappy sacks
- Hand sanitiser
- Pen/pencil



- Accident reporting form and parent information notes.

Available in First Aid area:

- PPE equipment : Disposable aprons/gloves/face masks
- Digital Thermometer ( in wall cabinet)
- Emergency mobile phone
- Ice packs (in freezer) and Velcro covers
- Sharps bin
- First Aid manual

Available in the Main school office

- Emergency inhalers and auto injectors

No medication is kept in first aid kits.

First aid kits are stored in:

- The designated First Aid room and individual classrooms
- A defibrillator is placed in the reception area outside the school bursar's office

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

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

- An accident form 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, including all of the information included in the accident form at appendix 2

- 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 Health and Safety Lead 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 Health and Safety Lead 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

### **6.3 Notifying parents**

Relevant staff, in conjunction with the first aider involved in the care, 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.

## **7. Training**

Appropriate staff undertake first aid training.

A first rota is established for the academic year 2022-2023

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 3).

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 Headteacher & relevant members of the first aid team annually.

At every review, the policy will be approved by the Headteacher and the Full Governing Body.

## 9. 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

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

Please click on the following link in order to view a list of our current 1st aiders. This includes the date that the first aider qualified and the date that their training expires. It also details the training that they have received.

<https://docs.google.com/document/d/1VdOsKnPOniNBK3RP-rEN-MkriSIGvTJ2/edit?usp=sharing&oid=100688831810485218565&rtpof=true&sd=true>

List - as of 10th October 2022

NAME	DATE QUALIFIED	DATE EXPIRES
JILL TAYLOR (Paediatric)	21/06/22	21/06/25
KAYE VINNICOMBE (Paediatric)	16/02/23	29/01/26
ANN HEXT (Forest School & Paediatric)	17/02/22	16/02/25
JACKY PIKE (Paediatric) p/t	16/06/22	16/06/25
DONNA KINGDON (Paediatric)	10/03/22	10/03/25
AMY MCDONALD (Paediatric)	14/07/22	13/07/25
CAROLE MAHER (EFAW)	21/10/2022	20/10/25
ANOUSKA MCCLAUGHLIN (EFAW)	21/10/22	20/10/25
NAOMI PARTRIDGE (EFAW)	07/09/21	06/06/24
BECKY PHILLIPS (EFAW)	07/09/21	06/06/24
HANNAH VENNING (EFAW)	07/09/21	06/06/24
HANNAH DOWN (EFAW)	07/09/21	06/06/24
HEATHER SIMS (EFAW)	07/09/21	06/06/24
YVONNE CRONE (EFAW)	07/09/21	06/06/24
JEANNETTE THOM (EFAW)	07/09/21	06/06/24

PENNIE COREN (EFAW)	07/09/21	06/06/24
JO TRURAN (EFAW)	07/09/21	06/06/24
IZZIE SPENCER (EFAW)	06/01/22	05/01/25
TEGAN DOHOO (EFAW)	06/07/22	05/07/25
JASMIN DOUMBIA (EFAW)	06/07/22	05/07/25
KATIE LEAT (EFAW)	21/10/2022	20/10/25
KATIE GAVIN (EFAW)	21/10/2022	20/10/25
PETER GORDON (EFAW)	21/10/2022	20/10/25
MICHELLE GREEDY (EFAW)	21/10/2022	20/10/25
SAM TUTTON (EFAW)	21/10/2022	20/10/25
RUTH DIXON (EFAW)	21/10/2022	20/10/25
EMMA BOLT (EFAW)	21/10/2022	20/10/25
KIRA WEST (EFAW)	21/10/2022	20/10/25

## Appendix 2: accident report form



**Hayward's Primary School**

Child's Name: ..... Class: ..... Date & Time: .....

Dear Parent,

First Aid was given to your child at school today.

	<b>Following:</b>	<b>Details of actions taken:</b>
	A head bang	Applied ice pack/cold compress
	A cut/ graze	Cleaned wound
	Bruise/ Red	Applied plaster
	A sprain	Informed teacher
	Ball to the face	Text sent
	Other	
	Other information	
	Form completed by:	

We are informing you so you can continue care if necessary.

With a head bump, we advise you should consult with your GP should your child complain of feeling worse, become drowsy or start to vomit.

Please get in touch with us at school if you would like more information.

Yours Faithfully  
Andy Smith

### Appendix 3 First Aid Procedure 2023 / 2024

This document should be referred to in the event of any first aid being undertaken by a member of staff at Hayward's. There will be injuries which do not directly conform to any of the procedures, in which case always seek a second opinion from a fellow first aider or a member of SLT. This document will help us ensure that our procedures are robust and that parents are contacted when required. This document should be read in line with the 1<sup>st</sup> aid policy.

#### Type of injury/illness

- Minor cut / graze
- Ball to face
- Minor bruise
- Removal of small splinter
- Previous scab loss
- Minor cut on lips
- Minor skin tears around nails
- Nettle sting

#### Type of injury/illness requiring contact with parents/carers

##### Head bump

**Text home following the current procedure:**  
Head bump with no signs of concussion/swelling

##### Other Injuries

**Phone call home needed for :**

- Significant ball to the face – visible marks/swelling
- Suspected sprain
- When child's temperature is between 35.5 and 36 or between 37 – 37.6 degrees
- Where there is an underlying health condition
- Bee/Wasp Sting
- Feeling sick
- Nosebleed
- Dizziness
- Earache
- Toothache
- Anxiety attack
- A child reporting significant pain
- When there is an underlying health issue that has worsened. e.g. asthma
- Prior injury/illness that has already been reported when the child arrives at school that begins to worsen or cause problems when in school

#### Type of injury/illness requiring emergency care

Parent called/the ambulance called immediately.

- Serious head bump where a child has been concussed or is showing any signs of concussion/swelling
- Suspected sprain that within 20 minutes shows no signs of improvement and the child is in pain.
- Serious nosebleed
- Sickness and/or diarrhea
- Suspected or visible break
- Seizure
- Allergic reaction
- Temperature below 35.5 or above 37.6
- Fall from a height.





### Appropriate First Aid given

First Aider completes Accident Recording sheet and Parent Medical Note.

Parent Medical Note given to teacher/supply/HLTA/TA for class clipboard.

Parent Medical Note is given to the child at the end of the day by the person responsible for seeing children home. If necessary, a conversation with parent carer regarding the note.



### Appropriate First Aid given

#### Where text home needed for head bump:

First Aider completes Accident Reporting sheet head bump log and triage sheet.

Triage sheet is given to teacher/supply/HLTA/TA for class clipboard.

Child is monitored throughout the rest of the day at regular intervals.

#### Where phone call home needed and child stays in school:

First Aider completes Accident reporting form and triage sheet. Phone call home is recorded on the Triage sheet.

Triage sheet is given to teacher/supply/HLTA/TA for class clipboard.

Child is monitored throughout the rest of the day at regular intervals until child is collected or end of day.



### Appropriate Emergency First Aid given

Parent called/the ambulance called immediately.

Child collected as soon as possible.

First Aider completes Triage sheet as long as needed. A copy may be required by emergency services/parent/carer attending the child.

If parent attends child, advice will be given to seek urgent medical attention.

Other paperwork completed as required after the incident.

If a child requires follow up medical care from a professional, an OSHENS form available from school bursar should be completed within 24 hours. This will be sent to Devon County Council Health and Safety team.

## Communication

Class teacher/supply teacher/teaching assistants verbally informed about the incident.

Class teacher to ensure that all relevant staff know about the incident.

Orange clipboard placed on teacher's desk as a visual prompt and reminder that first aid should be monitored.

Class teacher/ supply teacher / teaching assistants verbally informed about the incident.

Class teacher to ensure that all relevant staff know about the incident.



Orange clipboard on teacher's desk as a visual prompt and reminder that first aid should be monitored.

Class teacher/supply teacher/teaching assistant verbally informed about the incident.

Class teacher to ensure that all relevant staff know about the incident.

## Appendix 4 Head Bump Procedure Autumn 2023

This document should be referred to in the event of any first aid being undertaken by a member of staff at Hayward's when a head bump has occurred.

Type of Injury	Type of Injury
A head bump has occurred. The child is conscious and is showing no ill effects or in any pain. No signs of swelling. They are coherent.	Child is asked if they are feeling dizzy or sick or they report having a mild headache or blurred vision and they report yes. A head bump has occurred and the child may be unconscious.
<b>Steps to be Undertaken</b>	
Child should sit down somewhere comfortable. An icepack should be applied regularly for short periods of time (as needed). The ice packs should be covered to avoid the ice making direct contact with the skin. Where possible, sleeves purchased for school should be used. The child should not be left with an ice pack on the head for a long period of time. Child is asked if they are feeling dizzy/sick or have a mild headache or blurred vision and they say no. (If yes, follow red procedure).	A second first aider should be called to support the situation. It may be appropriate to apply an ice pack. Care should be taken not to move the child if they are reporting that they are feeling dizzy.
	
<b>Monitor in line with procedures</b>	<b>Parent to be called/collected/ambulance</b>
First aid text/phone call informing parents that the child will be monitored throughout the day. For a head bump a triage sheet will be completed by first aider and placed in the classroom on class clipboard	Immediate phone call made to parents and/or ambulance depending on the condition. <b>Triage sheet established if needed and placed on red clipboard until child collected from school.</b>

Child will be monitored by teacher/TA/supply as needed on a regular basis. This is recorded on the triage sheet.  
If there is cause for concern, a member of SLT or a first aider will be called.

Child will leave the school site and parents/carers will be advised that they should take their children to be checked at the local GP or at A+E. Monitoring will be the responsibility of parents/carers.

## Communication

First aid text sent home /phone call made  
Class teacher/teaching assistant verbally informed about the incident.  
Clipboard placed on teacher's table as a visual prompt and reminder that the child should be monitored.  
Discussion takes place on who will be monitoring the child and on what regularity.

Phone call takes place with parent.  
Class teacher/teaching assistant verbally informed about the incident.  
Contact made with family by a member of SLT following collection, to ensure that the child is okay. Discussion will occur where a decision will be made on whether the child is able to return to school and what monitoring arrangements should be put in place.

# Appendix 5 HAYWARD'S FIRST AID TRIAGE SHEET **ORANGE/RED**

NAME ..... CLASS .....

DATE OF INCIDENT (e.g. Monday 29/8/22) ..... TIME OF INCIDENT.....

LOCATION OF INCIDENT .....

Description of Incident			
Time	ACTION	Name of 1 <sup>st</sup> Aider + Signature	Name of second 1 <sup>st</sup> aider if required


**Please log details of the call made to parents**

<b>Time</b>	<b>Key details from the call</b> This might include details about previous injury/illness and for children who normally walk home the arrangements for them getting home.		<b>Adult who made the call</b>

## Appendix 6      Forest School Risk Assessment

Link for the Forest School Risk Assessment:

[https://docs.google.com/document/d/11AltaM3-f\\_NPm5HM6-wlJqIwYvBYj\\_K4/edit?usp=sharing&oid=100688831810485218565&rtpof=true&sd=true](https://docs.google.com/document/d/11AltaM3-f_NPm5HM6-wlJqIwYvBYj_K4/edit?usp=sharing&oid=100688831810485218565&rtpof=true&sd=true)