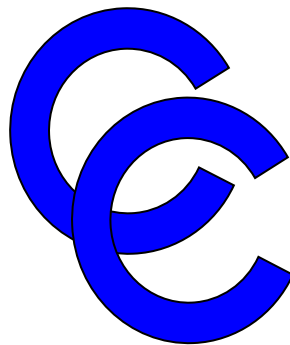


# First aid policy

## Cavendish Close Infant & Nursery School



**Approved by:** Mrs C. Diffin and Full Governing Body      **Date:** March 2021

**Last reviewed on:** March 2021

**Next review due by:** March 2022

## Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid kit .....	6
6. Record-keeping and reporting.....	7
7. Training.....	9
8. Monitoring arrangements .....	9
9. Links with other policies .....	9
Appendix 1: list of First Aiders.....	10
Appendix 2: Paediatric first aid training log.....	11
Appendix 3: Emergency first aid training log .....	12
Appendix 4: First aid kit list.....	13
Appendix 5: First Aid Kit expectations .....	14
Appendix 6: First Aid Kit check list record .....	15
Appendix 7: How to fill an accident form in correctly .....	16

.....

## 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 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**

#### **3.1 Appointed person(s) and first aiders**

The school's appointed Level 3 Paediatric First Aiders are – Mrs. Leadbeater, Mrs. Redfern, Mrs. Panter, Mrs. Taylor, Mrs. Howett, Mrs. Unwin-Rose, Mrs. Brown, Miss. Flynn, Mrs. Roberts and Mrs. Vincett. They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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

Our school's appointed Level 3 Paediatric First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Our school's appointed Level 3 Emergency First Aiders at Work are –

Mrs. Leadbeater, Mrs. Dearie, Mr. Roberts and Mrs. Carter

Our schools Level 3 Emergency First Aiders at Work are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **3.2 The local authority and governing board**

Derby City 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.

The governing board delegates operational matters and day-to-day tasks to the head teacher and staff members.

#### **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 and Inclusion Leader**

The Headteacher and Inclusion Leader are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of Level 3 Paediatric First Aiders are present in the school at all times
- Ensuring that an appropriate number of Level 3 First Aiders at Work 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
- Ensuring an appropriate COVID-19 Safe First Aid risk assessment is in place
- Ensuring that half termly First Aid box checks are made
- 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 that First Aid Kits are stored safely in the appropriate high cupboard in their designated classroom
- Ensuring that First Aid Kits are clean, tidy and well organised
- Ensuring that First Aid Kits are easily accessible
- 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
- Informing the Headteacher and Inclusion Leader of any specific health conditions or first aid needs
- It is an expectation that all Teachers, TAs and MDSs have completed the EduCare First Aid Training. Certificates must be handed to the Inclusion Leader on completion.
- The Inclusion Leader will ensure that all training is reviewed and updated on a regular basis.
- The Inclusion Leader will regularly update the whole school First Aid Training record.

## **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

- 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, the teacher and/or teaching assistant will contact parents/carers immediately
- The First Aider and/or 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
- It is essential when completing an accident report that the child's full name is written and spelt correctly. It is vital that the correct class is also written down on the accident form. (see appendix)
- Details of the injury should be written clearly for all to read (see appendix)
- It is the responsibility of the Breakfast/After School Club lead to ensure that there is always a member of staff who is First Aid trained on the staffing plan each day.
- **COVID-19 UPDATE 08-03-21**
- Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries.
- First Aiders must always wear gloves when administering first aid procedures.
- Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face mask if prolonged face to face contact when dealing with injuries.
- Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Encourage Independence before helping.
- Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact.
- Ensure you safely discard disposable items and clean reusable ones thoroughly.
- **First Aid – Life threatening, prolonged contact more than 15 minutes UPDATE 08-03-21**
- In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms.
- Wear apron, face mask and gloves when in close contact or dealing with bodily fluids.
- Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.
- **ADULTS**
- In the event of CPR being required it is advised only chest compressions are given. St John Ambulance (COVID-19 advice for first aiders) says not to perform rescue breaths on the casualty.
- Use of a defib if available.
- Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact.
- Ensure you safely discard disposable items and clean reusable ones thoroughly.
- **CHILDREN**

- In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.
- Use of a defib if available.
- Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact.
- Ensure you safely discard disposable items and clean reusable ones thoroughly.

## 4.2 Off-site procedures

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

- A mobile phone to hand
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/carers contact details

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

There will always be at least one 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.

## 5. First aid kit

### 5.1 First aid kit equipment

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

- A leaflet giving general advice on first aid
- Individually wrapped sterile plasters of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages of assorted sizes
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- Individually wrapped antiseptic wipes
- Micropore tape
- PPE - Disposable apron, Disposable gloves, Face Mask, Face Shield

**No medication is kept in first aid kits.**

**Scissors must not be stored in first aid kits.**

First aid kits are stored in:

- All classrooms – First Aid Kits must be stored in the high cupboard which is situated above the classroom sink. The cupboard will be clearly labelled.
- Nursery – The First Aid Kit is stored in the high cupboard which is situated above the nursery sink
- The school hall – The First Aid Kit is situated in a cabinet.
- In the Medical Cabinet on the ground floor, next to the School Office – The First Aid Kit is situated in a locked cabinet. The key is stored in the School Office

## 5.2 First aid kit expectations

- First Aid provision is checked on a weekly basis by the class teacher
- First Aid provision is checked and recorded monthly by Mrs Vincett and/or Mrs Leadbeater
- Stock is replenished during each weekly check
- It is the responsibility of Mrs Vincett and/or Mrs Leadbeater to check all First Aid Kits which are stored outside of the classrooms. (School Hall, Medical cabinet on the ground floor)
- All packaging must be surely closed
- Children's scissors must not be stored in the First Aid box
- Any out of date stock must be immediately discarded of safely and replaced with in date stock
- All First Aid Kits must be clean, tidy and well organised
- Stock in First Aid Kits must be easily accessible
- PPE must be stored in the cupboard next to the First Aid Kit
- PPE must be tidy and easily accessible
- Any damaged or broken First Aid Kit boxes must be reported immediately to Mrs Vincett and/or Mrs Leadbeater
- First Aid Kits must be stored in the high cupboard which is situated above the classroom sink
- A First Aid Kit list and a First Aid Kit expectation list must be stored in the high cupboard alongside the First Aid Kit
- A First Aid Kit check sheet must be stored on the inside of the high cupboard door
- A First Aid symbol must be visible on the outside of the high cupboard door

It is the responsibility of the class teacher to ensure that First Aid Kits are correctly stored. They must be clean, tidy, well organised and all stock must be easily accessible.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the 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
- This must include: the date, time and place of the event; personal details of those involved and a brief description of the what has happened including the incident (see appendix)
- 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.
- Serious injury records must be kept until the child is 21 years of age
- **6.2 Reporting to the HSE**

The Inclusion Leader and School 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 Inclusion Leader and School 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.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases').

You can find detailed guidance about RIDDOR reporting and online reporting procedures at <https://www.hse.gov.uk/riddor/index.htm>

Reportable injuries, diseases or dangerous occurrences include:

- accidents which result in death must be reported without delay
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- 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:
    - cover more than 10% of the body; or cause 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:
- 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**

The class 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.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher 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 Head Teacher will also notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.



## **7. Training**

All school staff are required to undertake first aid training.

All qualified first aiders must have completed basic 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).

Staff are encouraged to 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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Inclusion Leader every year.

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

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

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Automated external defibrillators – A guide for schools

## Appendix 1: list of First Aiders

Staff member's name	Role
Mrs Brown	HLTA
Mrs Carter	Kitchen Manager
Mrs Dearie	Safeguarding Champion & HLTA
Miss Flynn	Teaching Assistant
Mrs Howett	Deputy Headteacher
Mrs Leadbeater	Safeguarding Champion, HLTA, Learning Mentor
Mrs Panter	Teaching Assistant
Mrs Redfern	Teaching Assistant
Mr Roberts	Caretaker/Site Manager
Mrs Roberts	HLTA & Breakfast Club Lead
Mrs Taylor	Teaching Assistant
Mrs Unwin-Rose	Teacher
Mrs Vincett	Inclusion Leader

## Appendix 2: Paediatric first aid training log

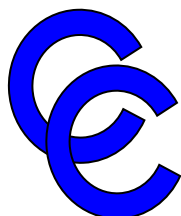
Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Level 3 Paediatric First Aid Training	Mrs. Unwin-Rose, Mrs. Brown	October 2018	October 2021
Level 3 Paediatric First Aid Training	Mrs. Panter, Mrs. Redfern	May 2019	May 2022
Level 3 Paediatric First Aid Training	Mrs. Leadbeater, Mrs. Taylor	December 2019	December 2022
Level 3 Paediatric First Aid Training	Mrs Howett, Mrs Vincett	September 2020	September 2023
Level 3 Paediatric First Aid Training	Mrs Roberts, Miss Flynn	June 2021	June 2024

## Appendix 3: Emergency first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Level 3 Award in Emergency First Aid at Work	Mrs Carter	May 2021	May 2024
Level 3 Award in Emergency First Aid at Work	Mrs Dearie	March 2021	March 2024
Level 3 Award in Emergency First Aid at Work	Mrs Leadbeater	April 2021	April 2024
Level 3 Award in Emergency First Aid at Work	Mr Roberts	May 2021	May 2024

# Cavendish Close Infant & Nursery School

## First aid kit list



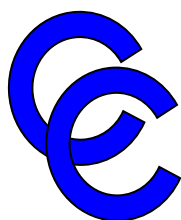
- A leaflet giving general advice on first aid
- Individually wrapped sterile plasters of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages of assorted sizes
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- Individually wrapped antiseptic wipes
- Micropore tape
- Stored alongside the First Aid Kit: PPE - Disposable apron, Disposable gloves, Face Mask, Face Shield

**No medication is kept in first aid kits.**

**Scissors must not be stored in first aid kits.**

# Cavendish Close Infant & Nursery School

## First Aid Kit expectations

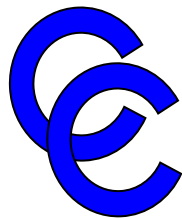


- First Aid provision is checked on a weekly basis by the class teacher
- First Aid provision is checked and recorded monthly by Mrs. Vincett and/or Mrs. Leadbeater
- Stock is replenished during each weekly check
- It is the responsibility of Mrs. Vincett and/or Mrs. Leadbeater to check all First Aid Kits which are stored outside of the classrooms. (School Hall, Medical cabinet on the ground floor)
- All packaging must be surely closed
- Children's scissors must not be stored in the First Aid box
- Any out of date stock must be immediately discarded of safely and replaced with in date stock
- All First Aid Kits must be clean, tidy and well organized
- Stock in First Aid Kits must be easily accessible
- PPE must be stored in the cupboard next to the First Aid Kit
- PPE must be tidy and easily accessible
- Any damaged or broken First Aid Kit boxes must be reported immediately to Mrs. Vincett and/or Mrs. Leadbeater
- First Aid Kits must be stored in the high cupboard which is situated above the classroom sink
- A First Aid Kit list and a First Aid Kit expectation list must be stored in the high cupboard alongside the First Aid Kit
- A First Aid Kit check sheet must be stored on the inside of the high cupboard door
- A First Aid symbol must be visible on the outside of the high cupboard door
- **It is the responsibility of the class teacher to ensure that First Aid Kits are correctly stored. They must be clean, tidy, well organised and all stock must be easily accessible.**

Appendix 6: First Aid Kit check list record

# Cavendish Close Infant & Nursery School

## First Aid Kit check list record



<u>Date</u>	<u>Name of person checking the box</u>	<u>Signature</u>	<u>Action Taken</u>

# Cavendish Close Infant & Nursery School

## How to fill an accident form in correctly

### On the Report Slip

- ✓ Record the date and time of the incident e.g. 22/03/202, 13.30pm
- ✓ Enter the full name and class of the pupil e.g. Adam Smith, Class 10
- ✓ Give the location of the incident e.g. The Year 2 playground
- ✓ Enter the full name of the parent/carer/child minder, if contacted and the time contact was made e.g. Mr Smith, 13.45pm
- ✓ Provide full details of the treatment that was administered e.g. 'x bumped into another child and hurt left side of mouth. The incident happened on the playground. It was an accident. A cold compress was applied.'
  
- ✓ Please tick if the child had
  - A bump/bruise,
  - Vomiting/nausea
  - Nosebleed
  - Headache/high temperature
  - Head injury
  - Cut/graze
  - Asthma
  - Other
  - Parent contacted
  - Unable to contact parent
  - The child was collected from school
  - After first aid the child was well enough to remain in school
  - The school is of the opinion that your child should consult a doctor

### On the Register

- ✓ Provide full details of the incident e.g. 'x bumped into another child and hurt left side of mouth. The incident happened on the playground. It was an accident. A cold compress was applied.'
- ✓ Write the full name of the person who administered first aid e.g. Mrs Brown



- ✓ Write the full name of the person who witnessed the incident (if applicable) e.g. Mr White
- ✓ Write the full name of the person who completed the accident form e.g. Mrs Brown

## CHANGES

DATE	CHANGE AND REASON
March 2021	Added COVID Safe First Aid information
March 2021	Added the phrase parents/carers into the document
March 2021	Added information on how to complete an Accident Form