



First aid policy

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1. Aims and Definitions

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

Definitions:

- "Parent" refers to all Parents and Carers
- Where "Parents" is used in the context of communications, this will be in accordance with the information provided in the parent contact form which is completed when joining the school.

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), Sheffield City Council and covers 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

3. Roles and responsibilities

3.1 Appointed person(s) and *advanced trained first aiders*

Based on pupil numbers, the school requires a minimum of three full time equivalent advanced trained first aiders, with a minimum of one on site at all times. Where this is not possible, e.g. in exceptional circumstances, a risk assessment will be undertaken to manage this risk. The school's appointed advanced first aid persons at the time of approval are listed in Appendix 1. A current list is published on the wall of the medical room.

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

In addition to advanced first aiders, all other permanent members of staff will undertake full day, basic first aid training every 3 years. Such members of staff will be named as ***basic trained first aiders***.

All 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

3.2 The local authority and governing board

Sheffield LEA 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.

3.3 The head teacher

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

- Ensuring that the appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have appropriate qualifications, 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 that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

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 3) for all incidents they attend to

- Informing the head teacher or deputy head teacher 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 first aider, who will provide the required first aid treatment. A head injury must always receive attention from an advanced first aider, as should any contact injury or suspected strain or sprain, any injury resulting in a cut or graze and all nosebleeds.
- 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 also decide whether the injured person should be moved or placed in a recovery position
- In the case of minor injuries the member of staff will use their judgement to decide if it is more appropriate to send the injured pupil to the first aider at the school office/ poorly bench area. They will ensure that the injured child is accompanied by another pupil. If, in their judgement, an adult needs to accompany the injured pupil they will ensure the child is accompanied to the poorly bench by another adult.
- If the first aider judges that a pupil or staff member is too unwell to remain in school, parents will be contacted and asked to collect their child or the emergency key contact of the staff member will be contacted. Upon their arrival, the first aider will recommend next steps.
- If emergency services are called, the whole school assistant or office staff will contact parents immediately
- The first aider will record minor injuries and ailments in the school medical/accident record book
- In the result of a person needing hospital treatment the first aider/ member of staff dealing with the accident will complete an accident report form on the same day or as soon as is reasonably practical after an incident

4.2 Off-site procedures

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

- A 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 teacher leading the trip or visit prior to any educational visit that necessitates taking pupils off school premises. Risk assessments will be read, checked and signed by the educational visits coordinator (EVC) prior to the visit taking place.

There will always be at least one ***basic trained first aider*** on school trips and visits. Any accidents occurring on a day visit will be related to the whole school assistant on return to school and they will record it in the school accident book.

On residential/extended visits the school will follow the first aid policy of the visit provider (assessed as part of the visit EVOLVE risk assessment process), (where they are used) and the accident would be recorded in their onsite accident record book. However the school staff will also ensure that a written record is made of any accident involving a pupil using the schools accident recording sheet (see appendix) and / or a copy of the on-site accident book it taken. This will be brought back to school and filed alongside in-school records. The staff on the residential visit will act in loco parentis to ensure the child is treated appropriately according to the injury/ illness and will use their good judgement as to whether/when to inform parents. In cases where there is no external provider staff will follow the usual first aid procedures, as outlined in this policy. On residential visits, organized solely by school staff, we will follow this policy.

5. First aid equipment

The advanced trained first aiders are responsible for

- Ensuring the first aid kits are appropriately stocked
- That the contents of all first aid kits are in date
- That the first aid kits are located in the appropriate places (as a minimum to include the medical room and the school kitchen)

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

- A leaflet with general first aid advice
- 2 Regular and 2 large roller bandages
- 2 sterile eye pad bandages
- 6 Triangular bandages
- Adhesive micropore tape – 2 rolls
- 6 pairs of Disposable gloves
- 12 Alcohol free cleansing antiseptic wipes
- 20 Plasters of assorted sizes
- 6 medium sterile dressings
- 6 large sterile dressings
- 2 pairs of scissors
- Cold compresses (10 kept in freezer)
- Plastic face shield

No medication is kept in first aid kits.

6. Record-keeping and reporting

6.1 First aid and accident record book

- Any first aid treatment given is recorded in the first aid and accident record book located in the medical room.
- Records held in the first aid and accident record 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 Head teacher 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 school will complete its own accident investigation form (see Appendix 3) and use this to complete the LEA form (appendix 4). A copy of the school investigation form and LEA accident report form will be kept in the record of accidents folder. These records will be retained by the school for 21 years in accordance with Sheffield City Council Policy.

The Head teacher 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

A summary of the number and nature of reports made to the HSE will be reported to the governing board termly.

6.3 Notifying parents

The whole school assistant/ first aider will inform parents of any serious accident or injury sustained by a pupil on the same day, or as soon as reasonably practicable.

Minor injuries will be recorded in the accident book but staff will use their good judgement to decide whether these need reporting to parents or not.

All cases of **head injuries and bumps** will be notified to parents on the same day. The pupil will be issued with a Head Injury Advice Note with the instruction to pass it to their parent/carer after school. The pupil will also be given a bright head bump sticker to wear for the rest of that day so that all staff are aware that they have sustained a head injury. A text message will also be sent to the pupil's parent/carer that afternoon to advise them that their child has had a head injury at school.

7. Training

All school staff will be trained as stated above.

All first aiders (advanced and basic) 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 2).

Staff will renew their first aid training as appropriate.

8. Monitoring arrangements

This policy will be reviewed by the Head teacher and governing body annually.

At every review, the policy will be approved by full governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Educational visits policy
- Policy on supporting pupils with medical conditions and administering medicines

Appendix 1: list of **ADVANCED** trained first aiders

Staff member's name	Role	Qualification details, date and expiry
Amber Higgins	Office Administrator	2 Day Advanced First Aid Training (requalification)– First Aid at Work Oct 2023 Expires October 2026
Juliet Murray	Whole School Assistant	2 Day Advanced First Aid Training (requalification)– First Aid at Work October 2023 Expires October 2026
Dylan Wright	Office Administrator	3 Day Advanced First Aid Training- First Aid at Work December 2024 Expires December 2027
Abi Holden	Whole School Assistant	2 Day Advanced First Aid Training (requalification)– First Aid at Work May 2024 Expires May 2027
Sara Collier	Whole School Assistant	3 Day Advanced First Aid Training- First Aid at Work January 2022 Expires January 2025

Appendix 2: BASIC first aid training log

Name/type of training	Target staff members or groups	Date attended	Date for training to be updated (where applicable)
Basic First Aid (half day)	Teaching staff and teaching assistants	September 2 nd 2022 inset	September 2nd 2025
Basic First Aid (half day)	Lunch time supervisors	September 2 nd 2022 Inset	September 2 nd 2025

A full list of trained staff members is held in the school office.

Appendix 3: School accident report and investigation form

The incidents are reported to the local authority online:



<https://forms.office.com/Pages/ResponsePage.aspx?id=uVm6oQRy2EijYHdwJFrUqaqZRxEs38hFlUnTNRD8HmlUMkxIWFZUT0lQQVcwM0ZIVE9UTjBKUzVNUy4u>

Serious Accident and Incident Report- Full investigation

This form complements the Sheffield City Council accident & incident form in order to ensure a full investigation is undertaken following the event.

Name of victim	Date	Name of person completing & role
Specific Details of the Incident		
Specific location		
Condition of the location		
Equipment/objects involved		
Supervision in place		
Had adult help been sought prior to the incident?		
Length of time before 1 st aid given		
Adults immediately called to the scene		
1 st aid received & by who		

Statements	
Victim	
Perpetrator	
Witness 1	
Witness 2	

Witness 3	
Witness 4	
Adult completing initial investigation & their findings	
Name & role	
Parent/carer contact made & by whom	
Victim	
Perpetrator	
Other	

Follow Up	
Any recurring themes?	
When will Governors be informed?	
Changes to policy or practice required	
Signed Date	

