

Diocese of Sheffield Academies Trust

Pye Bank CE Primary School

First aid policy



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST



Approved by:

Policy Review
Committee

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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](#) 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 for First Aid are shown below:

Jeanette Toner, Tracie Hallam, Rehina Khan and Zabeda Hussain. Their work is overseen by the Business Manager.

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

The appointed persons are supported in their work by the trained First Aiders. 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 the accident book in the office for all accidents.
- › 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). The form is returned to Rotherham Local Authority who are commissioned by the Trust.
- › Keeping their contact details up to date

Our school's appointed persons 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 Executive Headteacher, Head of School and staff members.

3.3 The Executive Headteacher and Head of School

The Executive Headteacher and Head of School are responsible for the implementation of this policy, including:

- › Ensuring that an appropriate number of appointed persons and trained First Aiders 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 Staff

School staff are responsible for:

- › Ensuring they follow first aid procedures
- › Ensuring they know who the first aiders in school are
- › Completing the accident book and when appropriate reports (see appendix 2) for all incidents they attend to where a first aider is not called or completing the form with the first aider or Business Manager when asked.
- › Informing the Executive Headteacher or the Business 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
- › 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
- › If emergency services are called, the Business Manager, Executive Headteacher or Head of School (or their Deputy) will ensure parents/carers are contacted immediately. If the Executive Headteacher is not on site they are informed of the accident at the earliest opportunity, but without impacting on contact with services and parents/carers which are prioritised.
- › The first aider will complete an accident report form, supported by the Business Manager, on the same day or as soon as is reasonably practical after an incident resulting in an injury
- › The Business Manager will ensure that the appropriate form is completed along with any other necessary investigations (See Appendix 4)

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 staff lead prior to any educational visit that necessitates taking pupils off school premises. This risk assessment is uploaded to Evolve and checked by the School Business Manager.

There will always be at least 1 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.

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.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

First Aid kits and medical boxes are maintained by Tracie Hallam) Senior Administrative Assistant.

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.

First aid kits are stored in:

- › Each Classroom
- › The Main Reception (at the desk)
- › The school hall
- › The Dining Room

- › The school kitchens
- › School mini-bus
- › The Pastoral Room
- › Foundation Stage

6. Record-keeping and reporting

6.1 First aid and accident record book

- › All accidents are recorded in the first aid book within the office. These are also logged electronically by the office to support monitoring and pattern identification.
- › When an accident is beyond a simple scrape or bump, 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
- › A copy of the accident report form will also be added to the pupil's educational record by the Business Manager.
- › All accident forms completed are sent to Rotherham Local Authority who are commissioned by the Trust.
- › 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 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

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 Business Manager, or member of the Senior Leadership Team will ensure that parents/carers are informed 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. This may be the first aider, nominated person, teacher or member of the pastoral team.

6.4 Reporting to Ofsted and child protection agencies

The Executive 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 Executive Headteacher will also notify the Chair of the Local Governing Body, the Trust (DSAT) Sheffield Safeguarding Board and City Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Monitoring and review

The School Business Manager will monitor accidents each month, identifying any patterns. Patterns may be linked to:

1. Type of accident
2. Pupils involved
3. Areas of the school site
4. Activities being undertaken

A monthly report is created and passed to the Head of School and Strategic lead for Pastoral Support and Safeguarding. The Local Governing Body are updated regularly on the number of incidents and any patterns termly within the Headteacher's Report.

Medical equipment including medical boxes in class are maintained by Tracie Hallam. They are checked monthly and expiry dates are recorded and checked.

8. Training

All school staff are able to undertake first aid training if they would like to. The school will prioritise attendance based on needs and role if appropriate.

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).

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.

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. Policy Review Arrangements

This policy will be reviewed by the Business Manager every two years.

At every review, the policy will be approved by the Executive Headteacher and the Local 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 and First Aiders

Staff Member	Role	Current Certificate	Expiry Date
Oksana Czerewko	Teaching Assistant	06/12/2019	06/12/2022
Glenn Wild	Site Manager	26/02/2020	26/02/2023
Rehina Khan	Lunchtime Supervisory Assistant	26/05/2021	26/05/2024
Rehana Hussain	Teaching Assistant	09/04/2021	09/04/2024
Jeanette Toner	Learning Mentor	09/04/2021	09/04/2024
Zabeda Hussain	Pastoral Manager	09/04/2021	09/04/2024
Naheed Akhtar	Lunchtime Supervisory Assistant	26/05/2021	26/05/2024
Shayne Stokes	Teaching Assistant	07/05/2021	07/05/2024
Paediatric First Aid			
Saraya Rafiq	Teaching Assistant	27/01/2020	27/01/2023
Troy Riley	Higher Level Teaching Assistant	10/02/2020	10/02/2023
Olivia Sanderson	Teaching Assistant	08/06/2021	08/06/2024
Lisa Westney	Teaching Assistant	18/03/2020	18/03/2023

ACCIDENT REPORT

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

1. Injured Person		Surname:		Title:	
Forename(s)		DoB:		Sex: M <input type="checkbox"/> F <input type="checkbox"/>	
Home Address:			Post Code:		
Employee:	Member of Public:	Resident:	Pupil:	Other: <i>specify below</i>	
If Employee - Directorate:			Job Title:		
Service Area:			Payroll Number:		

2. Details of Accident		Date:	Time:
Location of Accident: <small>(including building, street or room name or number where relevant)</small>			
Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue to a separate sheet if necessary.</i>			
Full description of injuries sustained (if any) (eg. cut to right knee)			
Action taken (Has first aid been administered? Did the IP go to hospital and receive medical treatment?)			
Name and status of any witnesses (if pupils, please include their age)			
Injured Persons Manager/Head Teacher (or his/her representative)			

3. RIDDOR REQUIREMENTS

(a) Has this accident resulted in any of the following:
appropriate)

(please mark as

- Taken directly to hospital from the site of the accident and received medical treatment.

- Employee absence for more than 7 days
- Employee 'Specified Injury' (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone's possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.

If yes to any of the above notify the Emergency & Safety section immediately on

01709 823878

4. Investigation IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

Things to consider:

- What caused the accident?
- Have the staff been trained on this particular work activity, if yes, provide proof.
- If the accident involved work equipment, was it safe to use, inspected, maintained and fit for purpose?
- Consider PPE, misuse, non-compliance with Council procedures?
- Include witness statements, photographs and any documentary evidence – where applicable.
-

Please attach the current risk assessments in place for this work activity

If no risk assessment is in place, give reasons why not?

Has any corrective action been taken as a result of this injury:

For example: machinery taken out of use, repaired, re-training, disciplinary, implementation of new policies, monitoring of this type of work activity, review of procedures or risk assessment. You must detail all corrective action that has taken place. It is strongly recommended that you record your corrective action appropriately.

Manager's Name (please print):			
Manager's Signature:		Date:	
Managers Contact Number:			
Managers e-mail address:			

E-mail this form immediately to: healthandsafety@rotherham.gov.uk

Appendix 3: first aid training log

This log is for training in addition to main first aid training shown in Appendix 1

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Diabetes Training	Stephanie Lee Debbie Maskrey Zabeda Hussain Jeanette Toner Sue White Troy Riley Karen Swales	04/09/2020	
Epilepsy	Katie Jordan Ann Dawson Tania Marsden Saraya Rafiq	Jan 2017	

Appendix 4: Investigation Check List

Pye Bank CE Primary School Accident Investigation Checklist

Date of Accident	
Employee/Person involved	
Person undertaking Investigation	
HSE form completed -immediate action taken concerning injured party	
Where did the accident happen?	
When did the accident happen?	
Conditions of area observed and comments noted concerning condition of environment, activities taking place, equipment etc	
Photographs taken	
Witnesses identified	
Witness statements taken in line with guidance	
Risk Assessment reviewed -findings recorded	
Remedial action taken	
Information sent to Corporate Health and Safety	
Initial report considering Who? What? When? Where? How? Why? Completed in line with Trust guidance	