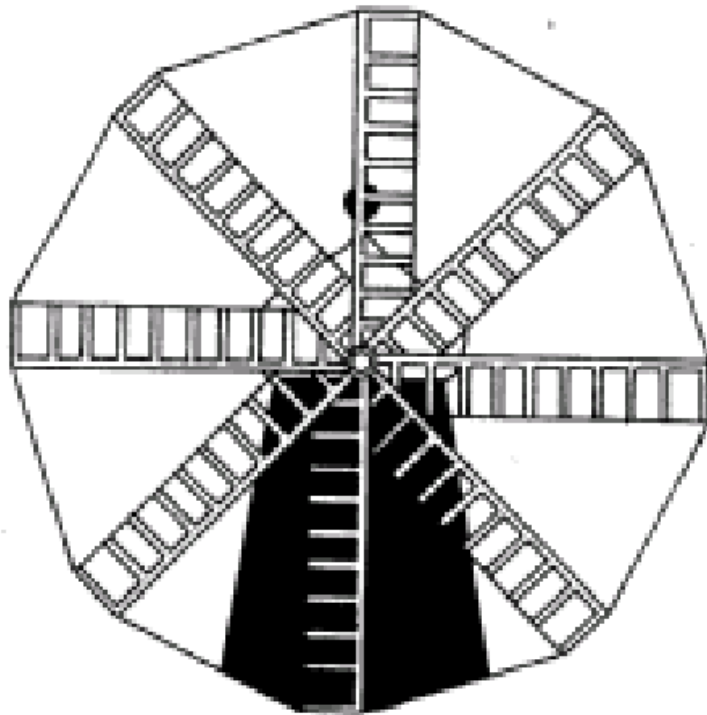


# First Aid Policy

## Heckington St. Andrew's C of E Primary School

**Respect + Responsibility + Relationships + Resilience + Reverence**  
**Five Rs = Ready for Life**

**"I have come that they may have life, and have it to the full." John 10:10**



**Approved by:** Finance & Premises Committee **Date:** 18.11.2024

**Previously Reviewed:** 15.11.2023

**Next review due by:** November 2024

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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

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

The school's appointed persons are Nichola Mason and Holly Kelby. 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

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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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

Lincolnshire 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.

The governing board delegates operational matters and day-to-day tasks to the headteacher 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**

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

- Ensuring that an appropriate number of appointed persons and 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)

### **3.5 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 2) for all incidents they attend to where a first aider/appointed person is not called
- 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 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 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 Bursar or administrator will contact parents immediately
- The first aider/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

## 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 class teacher organising the school visit prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will be approved by the Education Visits Co-ordinator (EVC) and the head teacher.

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 equipment

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:

- The medical room
- Reception (at the desk)
- All classrooms
- The school kitchen

## 6. Record-keeping and reporting

### 6.1 First aid and accident record

- An accident form will be completed using Medical Tracker by the first aider/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, including all of the information included in the accident form at appendix 2
- A record of the accident report form will be kept on Medical Tracker.
- 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 headteacher 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 headteacher 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the head teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

Parents will be notified 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 will be done via an email notification from Medical Tracker. If required, a telephone call will also be made to parents.

### 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.

The headteacher will also notify the Lincolnshire Safeguarding Children’s Board 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 able to undertake first aid training if they would like to.

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.

## 8. Monitoring arrangements

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the Finance and Premises Committee..

## 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 person(s) for first aid and trained first aiders



Appointed Persons for First Aid		
Name	Job Title	Location
Mrs. Holly Kelby	Bursar	School Office
Mrs. Nichola Mason	Administrator	School Office

Trained First Aiders		
Name	Job Title	Location
Mrs. Judith Bentley	Headteacher	Headteacher's Office
Mrs. Holly Kelby	Bursar	School Office



Mrs. Nichola Mason	Administrator	School Office
Miss N Coogan	Teacher	Year 6
Mrs. Charnie Desmond	Teacher	Year 3
Miss. Katie Lakins	Assistant Head Teacher	Year 1
Mrs. Lyn Hible	Teaching Assistant	Reception / Year 3
Mrs. Lynne Kelly	Teaching Assistant	Year 3
Ms. Deborah Scott	Teaching Assistant	Year 5 / Year 6
Mrs. Vikki Bontoft	Teacher	Reception
Mrs G Green	Teaching Assistant	Year 1
Mr J Powell	Teacher	Year 4
Mrs K Warburton	Teaching Assistant	Year 6
Miss Mary Finney	Teaching Assistant	Reception / KS2
Mrs. Kate Reffell	Teaching Assistant 1:1	Year 2
Miss Kayleigh Dalton	Midday supervisor	Hall/Playground
Mrs Stacy Rushworth	After School Club Assistant	Hall/Playground

## Appendix 2: accident report Form

Student*	Name of first aider*	Incident date & time*
<input type="text"/>	<input type="text"/>	Nov 3, 2022 9:30 AM  
Location of incident* ?	Injured area*	Injury / Symptoms*
<input type="text" value="--- Please select locatio"/>	<input type="text" value="--- Please select ---"/>	<input type="text" value="--- Please select ---"/>
Injury description	How it happened?*	
<input type="text" value="Please provide as much information as possible"/>	<input type="text" value="--- Please select ---"/>	
	More information	
	<input type="text"/>	
Referred by (staff member)	Treatment administered*	
<input type="text"/>	<input type="text"/>	
What happened next?*		
<input type="text" value="--- Please select ---"/>		
notes		
<input type="text"/>		
Confidential? <input type="checkbox"/>		
Only teams with confidential access will be able to view this record		
RIDDOR reportable? <input type="checkbox"/>		
<a href="#">If uncertain, please read HSE guidance</a>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

# Heckington Saint Andrew's Church of England Primary School



## Heckington St. Andrew's Church of England Primary School



Howell Road, Heckington, Sleaford, Lincolnshire NG34 4PX

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Head Teacher: Mrs Judith Bartley

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10/10/2022

Dear Parent/ Carer of Adam Lafferty,

We wanted to let you know that Adam Lafferty has had an accident in school today which has resulted in a minor injury.

Please find details of the injury below:

Injured area: Knee/knees

Injury type: Cut/Graze

Injury Description:

Treatment administered: Cleaned and plaster applied

Yours sincerely,

Steph Lafferty

IMPORTANT NOTICE: This e-mail message and any attachments are intended to be received only by persons entitled to receive the confidential information it may contain. E-mail messages may contain information that is confidential and legally privileged. Please do not read, copy, forward, or store this message unless you are an intended recipient of it. If you have received this message in error, please forward it to the sender and delete it completely from your computer system.

### Appendix 3: first aid training log

<b>Name</b>	<b>Job Title</b>	<b>First Aid Qualification held</b>	<b>Training completed</b>	<b>Training due</b>
Mrs. Judith Bentley	Headteacher	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Holly Kelby	Bursar	6 hour Paediatric First Aid	April 2023	April 2026
Mrs. Nichola Mason	Administrator	6 hour Paediatric First Aid	April 2023	April 2026
Miss N Coogan	Teacher	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Cassy Fletcher	Teacher	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Charnie Desmond	Teacher	6 hour Paediatric First Aid	October 2024	October 2027
Mr J Powell	Teacher	6 hour Paediatric First Aid	October 2024	October 2027
Miss. Katie Lakins	Assistant Head Teacher	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Lyn Hible	Teaching Assistant	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Lynne Kelly	Teaching Asst	6 hour Paediatric First Aid	October 2024	October 2027
Ms. Deborah Scott	Teaching Asst	6 hour Paediatric First Aid	October 2024	October 2027
Mrs. Vikki Bontoft	Teacher	12 hour Paediatric First Aid	October 2024	October 2027
Mrs G Green	Teaching Ass	12 hour Paediatric First Aid	October 2024	October 2027
Miss Mary Finney (mat leave)	Teaching Assistant 1:1	6 hour Paediatric First Aid	Sept 2021	Sept 2024
Mrs. Kate Reffell	Teaching Assistant 1:1	6 hour Paediatric First Aid	October 2024	October 2027

Mrs K Warburton	Teaching Assistant 1:1	Paediatric First Aid	October 2024	October 2027
Mrs Samantha Doherty	Teaching Assistant 1:1	Paediatric First Aid	April 2023	April 2026
Mrs Stacy Rushworth	Wrap	12 hour Paediatric First Aid	October 2024	October 2027
Miss Kayleigh Dalton	Midday supervisor/ Wrap	6 hour Paediatric First Aid	October 2024	October 2027