

# Feltham Hill Infant & Nursery School

## First Aid Policy

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers must ensure that there is adequate and appropriate equipment and facilities for providing first aid in the workplace.

November 2020

*Prepared by Deputy Headteacher: November 2020*

*Discussed with Strategy & SLT: November 2020*

*Agreed with: All school staff*

*Agreed with: H&S governor:*

*To be reviewed and updated: November 2022*

## **Aims**

The school aims 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.

## **Legislation and guidance**

This policy is based on:

- the Statutory Framework for the Early Years Foundation Stage,
- advice from the Department for Education (DFE) on first aid in schools,
- Health and Safety in schools,

as well as, the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities, to enable first aid to be administered, by qualified first aiders.
- The Management of Health and Safety at Work Regulations 1992, which requires 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 states that some accidents and incidences must be reported to the Health and Safety Executive (HSE) and sets out the timeframe for this and how long records must be kept.
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records.
- The School Premises (England) Regulations 2012, which requires that suitable space is provided to cater for the medical and therapy needs of pupils.

## **Roles and responsibilities**

### Welfare

The school's staff member responsible for welfare is Jane Sargeant and will:

- Take charge when a pupil, staff member or visitor is seriously injured or unwell.
- Advise the school's first aiders where necessary.
- Call parents/carers to take pupils home to recover, where necessary.
- Advise staff or visitors to go home, where necessary.
- Contact next of kin if staff members, need to be taken home.
- Ensure that there is an adequate supply of medical materials in the first aid kits.
- Replenish contents where necessary.
- Ensure that an ambulance or other professional medical help is summoned, where appropriate.
- Liaise with paramedics or any other first responders to any incidents, so they can assess the situation of an injured or ill pupil or adult, and provide immediate and appropriate treatment or action.

### School business manager (SBM)

The SBM is responsible for health and safety (H&S) and will:

- Ensure that first aiders are trained and qualified to carry out their role.
- Keep an up to date log of first aiders, displayed around the school (*Appendix 1*).
- Ensure an accident report is completed for a serious accident or incident, on the same day (*Appendix 2*).
- The accident report will be completed by:
  - The adult who witnessed the incident with a pupil or adult.
  - The adult involved in the incident, if injured themselves.
  - The first aider (s), who treated the pupil or adult.

### First aiders

The school requires that all early years practitioners (EYPs) have paediatric first aid training and that some teaching assistants (TAs) & school midday supervisors (SMSAs) have first aid too. First aiders will:

- Provide initial treatment when a pupil, staff member or visitor is injured or becomes ill.
- Liaise with the welfare, if the accident or injury is more serious.
- Replenish first aid kits and inform the welfare if stock is needed.
- Safely dispose of waste after treatments.
- Ensure their first aid certificate is up to date.

### The local authority and governing body

- Hounslow local authority (LA) has ultimate responsibility for health and safety (H&S) matters in the school but delegates' this responsibility to the school's governing body.
- The governing body has responsibility for health and safety matters in the school.
- But delegates operational matters and day-to-day tasks to the headteacher and staff members.
- There is a named H&S governor who leads H&S walks with the SBM and site manager.
- And serious accidents and incidents are on the Finance & Premises committee agenda.

### Headteacher

The Headteacher (HT) is responsible for the implementation of this policy and will:

- Ensure alongside the SBM, that an appropriate number of first aiders are present, at all times.
- Ensure alongside the SBM, that first aiders have an appropriate qualification.
- Ensure alongside the SBM, that first aiders training is up to date, so they can perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure alongside the SBM, that appropriate risk assessments are completed and measures put in place.
- Ensure alongside the SBM, that year leaders undertake, on-site and off-site, risk assessments and measures put in place.
- Ensure alongside the welfare and SENCO, that that there is adequate space to meet the medical needs of pupils.

- Ensure alongside the SBM, that next of kin for staff are contacted where necessary.
- Ensure alongside the SBM, that specified incidents about children or staff are reported to the HSE when necessary.

### School Staff

Everyone is responsible for health and safety.

- Staff will, ensure they know who the first aiders are.
- Complete accident reports (*see appendix 2*), for all serious accidents or incidents.
- So staff will complete an accident report for:
  - Pupils, if they have witnessed the incident.
  - Staff or visitors, if they have witnessed the incident.
  - Themselves, if they are injured.
  - Pupils or adults if they have administered first aid.
- Staff will also, inform the HT or welfare of any specific health conditions or first aid needs.

### **First aid procedures**

#### On-site procedures

- In the event of an accident or incident resulting in an injury, the closest member of staff present will supervise the pupil or adult and send for a first aider.
- The first aider will administer first aid.
- They will also assess the injury and decide if further assistance is needed from the welfare and/or the emergency services.
- They will remain on scene with the pupil or adult, until help arrives.
- The first aider will also decide whether the injured pupil or adult should be moved or placed in a recovery position.
- If the first aider and/or welfare assesses that a pupil or adult is too unwell to remain in school, parents will be contacted and asked to collect their child.
- Next of kin will be contacted to collect a staff member.
- Upon their arrival, the first aider will recommend next steps to the parents or next of kin.
- If emergency services are called, office staff will contact parents/carers or next of kin 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/accident resulting in an injury.

#### Off-site procedures

- Risk assessments will be completed by the Year Leader prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider, with an up to date first aid certificate on school trips and visits.
- Staff will also ensure that they always have the following:
  - A mobile phone.
  - A portable first aid kit.
  - Information about the specific medical needs of pupils.
  - Parents'/carers contact details.

### **First aid equipment**

A typical first aid kit in 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
- Central area of each year group
- The nursery

### **Record-keeping and reporting**

#### Medical book

- All minor, as well as, major incidents/accidents must be written in the medical book.
- The first aiders will record the incident, injury and first aid administered.

#### Accident/incident report (see above)

- All staff must follow the accident reporting procedures and report incidents resulting in a significant injury (*appendix 3*).
- An accident/incident report will be completed by the first aider and/or the relevant member of staff, on the same day as an incident resulting in an injury.
- The blank report forms are kept in the pigeon holes.
- Details should include: what caused the accident, details of injuries and action taken.
- Completed accident/incident report forms are kept on file by the SMB and a copy is also added to the individual's file.
- Records held in the medical book and accident/incident report 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.

#### Reporting to the Health and Safety Executive (HSE)

- The SBM 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 SBM 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
  - 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.
  - Information on how to make a RIDDOR report is <http://www.hse.gov.uk/riddor/report.htm>

### **Notifying others**

- The office staff or class teacher will inform parents/carers 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.
- The office staff will contact next of kin for staff members.

### **Reporting to LA and child protection agencies**

- The Headteacher will notify Hounslow 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 Hounslow Child Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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.
- The SBM will keep a log of all trained first aiders, what training they have received and when this is valid until (*see appendix 3*).
- Staff must renew their first aid training before the certificate runs out.

**Monitoring arrangements**

- This policy will be reviewed by the Deputy Headteacher every 3 years.
- At every review, the policy will be approved by the SLT and Chair of Finance & premises.

**Links with other policies**

This first aid policy is linked to the:

- Children with medical conditions including the administering of medicines and first aid
- Critical incidents & emergency evacuation
- Health and safety

**Appendix 1: First Aiders**

Name	Course	Expiry date	Role
<b>Nursery</b>			
Alison Bennett	Paediatric	November 2022	EYP
Alison Bennett	Fire Marshal	N/A	EYP
Denise Cozens	Paediatric	March 2023	EYP
Michelle Hallam	Paediatric	November 2020	EYP
<b>Reception</b>			
Denise Cozens	Paediatric	March 2023	EYP
Michelle Hallam	Paediatric	November 2020	EYP
Karen Holden	Paediatric	October 2021	EYP
Sarah Johnson	Paediatric	May 2021	EYP
Michaela Maycock	Paediatric	Expired - booked Dec 20	EYP
Shemeena Shafeer	Paediatric	November 2022	SEN TA
Sue Stevens	Paediatric	May 2021	EYP
<b>Year 1</b>			
Wendy Bird	Paediatric	July 2022	TA
Melanie Marshall	Paediatric	Expired - booked OCT 2020	TA
Tania Rolls	Paediatric	October 2021	EYP
Tania Rolls	Fire Marshal	N/A	EYP
Abigail Tongue	Paediatric	September 2021	TA
<b>Year 2</b>			
Lisa Auguste	Paediatric	September 2023	TA
Nicoleta Bar	First Aid	March 2023	TA
Zareen Mughal	First Aid	July 2022	TA
<b>SCD Centre</b>			
Claire Jones	Paediatric	September 2023	TA
<b>SMSA'S</b>			
Donna Fellowes	Paediatric	November 2020	SMSA
Ifrah Ismail	Emergency First Aid	May 2021	SMSA
Anna Kowalik	Paediatric	February 2023	SMSA
Samantha Markham	Emergency Paediatric	February 2023	SMSA
Shannon Phillips	Paediatric	February 2023	SMSA
Ramona Pintea	Paediatric	September 2021	Relief SMSA
Lynsey Webster	Paediatric	July 2022	SMSA
Aimie Willshire	Paediatric	December 2021	SMSA
<b>Office</b>			
Jane Sargeant	Paediatric	July 2022	Welfare
Jane Sargeant	Fire Marshal	N/A	Welfare
Gareth Derrig	Fire Marshal	N/A	SBM
Kevin Graham	Paediatric	September 2022	Site Manager

- First Aid Certificate - 3-day course - lasts 3 years - refresher course is 2-days
- Paediatric Certificate - 2-day course - lasts 3 years - no refresher
- Fire Marshal - 1/2 day course - no automatic expiry

**Appendix 2: accident/incident reports**

The purpose of this form is to record adverse events where the event is significant and requires further investigation. The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **undesired circumstances**, where there is the potential for injury now or in the future.

**Part 1 - to be completed by person involved or their line manager.**

<b>Reported by:</b>				<b>Date/time of incident:</b>			
<b>Person Injured/involved:</b>				Staff	Pupil	Visitor	
<b>If the person involved was under 18, has the parent been informed?</b>				Yes	No	N/A	
<b>What type of incident was it?</b>							
Incident (near miss)		Ill health	Minor Injury		Serious Injury	Major Injury	
<b>Was the injury on-site or off-site?</b>				On-site	Off-site	N/A	
<b>Please describe the injury including specific parts of the body:</b>							
<b>What type of treatment was provided?</b>							
A & E	Ambulance/ Paramedic	First aid administered on site	GP Referral	Kept in hospital for more than 24 hours		None required	
<b>Describe details of the incident and the events leading up to it (what, where, who, when).</b>							
<b>Were there any witnesses?</b>		Yes	No	If yes, please write their name/s below (with contact details if non-school staff):			

Please pass this form on to a person responsible for Health and Safety - SBM/Welfare/SLT to complete Part 2.

**Part 2 - to be completed by those responsible for Health and Safety (SBM/HT)**

Type of event	Actual/potential for harm	Did the activity require personal protective equipment (PPE) to be worn?
Injury	Fatal or major	Not Required
Ill health	Serious	Required and being worn (include details in incident description)
Near-miss	Minor	Required but not worn (include details in incident description)
Undesired circumstance	Damage only	

**Describe what actions have been taken locally to address the cause of the incident**

Details from this form should now be submitted online to the local authority for their records. Using the following online form: <https://hounslow.info-exchange.com/schoolincidents>

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

RIDDOR reportable?	Yes	No	If yes -date/time of RIDDOR Report
--------------------	-----	----	------------------------------------

See <http://www.hse.gov.uk/riddor/report.htm> for more information on accidents that are RIDDOR reportable to the HSE. There is a time limit depending on the severity of the incident. Not all accidents are RIDDOR reportable

A copy of this form will be kept in the Health and Safety folder and (if appropriate) on the individual's file.

### **Appendix 3: Accident Procedure**

#### **Accident Procedure**

- All accidents must be recorded in the medical book and an accident/incident form must be completed if applicable.
- Parents/carers will be notified by the school office if:
- There is a visible bruise to the head or there has been a hard bump to the head.
- There is other serious injuries e.g. broken limb, serious cuts.
- All recording of accidents must be done immediately after the child has had the accident.
- The HT & SBM must be informed of the accident, where applicable.
- A copy of the accident/injury form must go to the SBM where comments on future actions will be made by the SBM and HT.
- The form will then kept in the child's file.
- Future actions may be addressed through Senior Leadership Team meetings and feedback.
  
- In the event of a child requiring hospital treatment:
- The child's parent/carer or emergency contact will be contacted.
- All relevant information will travel with the child, including their medical care plan.
- To minimise distress, a staff member will remain with the child until parent/carer arrives.
  
- *N.B: Minor injuries (e.g small cuts on knee in playground) must be recorded in the accident books in the designated areas of the school.*
- *Serious accidents however, including visible and hard bumps to the head and all accidents to staff and visitors must be recorded on the accident/incident reporting form available from the pigeon holes of the school office.*

#### **Recording of Accident's Checklist**

The following information must be recorded each time a child has an accident/injury:

- Name of child being treated.
- Date of accident/injury.
- Conditions of the environment where appropriate.
- Time it occurred.
- Location where the accident/injury happened.
- Location on child of injury, if a head injury be specific about where.
- A brief description of the accident/injury.
- Information relating to the treatment/first aid /action should be given
- Member of staff and/or first aider completing accident/injury record sheet should sign relevant section and then give to the SBM, where future action will be addressed.