



**Cramlington Village Primary School
Accident and First Aid Policy**

“Empowering everyone to achieve”

Policy Title	Accident and First Aid
Policies that interrelate	Supporting Pupils at School with Medical Conditions and Managing Medicines in School Policy Staff Handbook - Sickness and Illness Policy Intimate Care Policy Health and Safety Policy Risk Assessment Policy Staff Handbook - Sickness and Illness Intimate Care Policy
Legal and Statutory documents linked	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 The Management of Health and Safety at Work Regulations 1992 The Management of Health and Safety at Work Regulations 1999, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Social Security (Claims and Payments) Regulations 1979 The Education (Independent School Standards) Regulations 2014
Governor Committee responsibility	Risk Committee
Date of last review	July 2020
Reviewer name and position	Angela Hall, Admin and Marketing Manager
Date of next review	June 2021
Date approved by Governors	xxx 2020
Audit file updated (date and name)	xxx 2020

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

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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

We must have, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

In addition to this we must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature

of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

Appointed person(s) and first aiders

The school's appointed person is Angela Hall. She is 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 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

The Principal

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

- Ensuring that an appropriate number of 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

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 for all incidents they attend to
- Informing the Principal or their manager of any specific health conditions or first aid needs

First aid procedures

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 Business and Finance Manager or Principal will contact parents immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Off-site procedures and school trips

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 (and medication if it is needed)
- Parents' contact details

Risk assessments will be completed by the member of staff responsible for the trip and will be approved by the Principal prior to any educational visit that necessitates taking pupils off school premises.

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life and we have developed the 'Risky Business' Risk Assessment scheme for our children to achieve this.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The person assigned with writing the risk assessment should understand the risks and be familiar with the activity that is planned.

When planning a school trip, staff must take into consideration any special medical needs of children. For example details of any allergies, severity of allergies and/ or medication required must be considered as part of the risk assessment. Medication which is required during the school day and asthma inhalers should be taken on each school trip and stored safely during that time.

Travel First aid bags/boxes should always be taken on offsite trips and a first aider must be present. There will always be at least one first aider on school trips and visits. 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.

Medical history is recorded during admission and parents are encouraged to keep their child's records up to date. Staff need to be alerted to any medical needs

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 checked monthly and restocked as soon as possible by the first aider who used the equipment.

First aid kits are stored in:

- The medical room
- All classrooms (near to the kitchens)
- The kitchen
- A number of first aid portable bags are available for travelling / visits

An AED is stored at the Reception Desk and is clearly labelled. Instructions on the use of the AED are provided as soon as it is switched on.

Record-keeping and reporting

All accidents are reportable and accident books are in each classroom and reports for adults are in the Business and Finance Manager's office.

First aid and accident record book

- An accident form will be completed by the staff member who witnessed the accident on the same day or as soon as possible after an incident resulting in an injury. If a first aider provided first aid they will verify the extent of the accident and detail the first aid that was provided.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident book.
- Parents will be notified by telephone of a bump to the header of any other injury which causes the first aider concern, in particular when they may require additional treatment. Parents are notified so that they can decide whether or not to collect their child, or if they need to make an appointment to seek further medical advice.

- The details of the accident and the treatment given are reported to the child's parent at the end of the school day. The parent will be asked to countersign the accident book to acknowledge that they have been informed.
- Accident books are reviewed regularly (at least termly) by the Site Manager and Business and Finance Manager for patterns, e.g. one child having a repeated number of accidents or a particular area of school where accidents take place.
- Any patterns will be investigated and reported to the Principal and the Risk Committee on a termly basis.
- 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.

When to call an ambulance

An ambulance will be called in **all** cases if:

- Concussion resulting from a head injury
- Suspected broken or fractured bones where the injured person cannot walk
- Asthma attack which cannot be controlled through medication
- Fits or convulsions
- Heavy bleeding which cannot be controlled
- Unexplained illness where parents cannot be contacted

An ambulance can be called by dialling **999**

Staff to give accurate information about the child using their individual record sheet which is located in the main school office. If a parent cannot be contacted in time to accompany the injured child/person to hospital then a first aider must attend.

In cases of extreme emergency i.e. playground incidents / PE accidents **do not move the casualty** - seek a first aider immediately and call an ambulance.

Transporting children to hospital

- If the injury is severe, an ambulance must be called immediately. Staff will **not** attempt to transport sick children in their own vehicles.
- Whilst waiting for the ambulance staff will contact the parents and arrange to meet them at the hospital.
- A member of staff will accompany the child to hospital. They will collect registration and relevant medical information/medication to take with them.
- Staff should remain calm at all times and reassure the injured child. Other children who may have witnessed the accident may also need support and they will be comforted and reassured by staff.

Personal Protective Equipment (PPE)

CVPS will provide staff with PPE i.e. aprons and gloves according to the task or activity. Staff must wear PPE to protect themselves and children during tasks which involve contact with bodily fluids.

PPE is also provided for handling chemicals.

Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Hygiene/Infection Control

All staff must take precautions to avoid infection and follow basic hygiene procedures. Staff must wash their hands before and after dealing with an incident.

A Biohazard Disposal pack will be used to clean up any spillages of blood, urine or vomit.

Each pack contains:

- Super absorbent granules
- Disinfectant spray
- Scoop and scraper
- Vinyl gloves
- Disposal bag
- Apron
- Mask
- Alcohol free wipes
- Paper towels
- Bag tie

Full instructions are contained in the pack. All items must be disposed of in the separate disposal unit contained in the medical room which contains the yellow bag.

Staff must always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of

employees **all needles, broken glass** etc. should be treated as contaminated waste. If a needle is found, the health service will be contacted immediately to offer advice relating to disposal.

CVPS takes its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Health and Safety is a standard agenda item at all staff and Governor meetings. Health and safety notices along with records of current first aider are displayed in the staff room and it is the responsibility of all staff to familiarise themselves with this information.

Reporting to the HSE

The Business and Finance 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 and Finance Manager or the Principal 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

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>

Notifying parents

The class teacher or assistant 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.

Reporting to Ofsted and child protection agencies

The Principal or Vice Principal 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 Principal or Vice Principal will also notify Northumberland Local Child Protection Agencies, where necessary, 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 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.

Monitoring arrangements

This policy will be reviewed by the Business and Finance Manager annually.

At every review, the policy will be approved by the Principal and the Risk Committee.

Appendix 1: list of trained first aiders

Staff member's name	Role
Angela Hall	Admin and Marketing Manager
Daniella Mowbray	Assistant Teacher - EYFS
Christy Shirley	Assistant Teacher - EYFS
Tanya Morrow	Assistant Teacher - KS1
Gemma Mason	Assistant Teacher - KS1
Louise Jones	Teacher - KS1
Debbie Thompson	Assistant Teacher - KS2
Allison Morton	Assistant Teacher - KS2
Sarah Koratzitis	Teacher - KS2
Nicole Weatheritt	Teacher - KS2
Melissa Costello	Teacher - KS2 and Vice Principal
Amanda Milligan	SENCo and Vice Principal
Carla Darling	Site Manager
Lynn Pearce	Head Chef

Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Area in School	Expiry Date
Paediatric First Aid	Danielle Mowbray	EYFS	14/06/2022
Paediatric First Aid	Christy Shirley	EYFS	19/11/2022
Emergency Paediatric First Aid	Tanya Morrow	KS2	30/09/2020
Paediatric First Aid	Allison Morton	KS2	14/01/2023
Paediatric First Aid	Gemma Mason	KS1	03/07/2022
Emergency Paediatric First Aid	Debbie Thompson	KS2	30/09/2020
First Aid at Work	Angela Hall	School Office	16/11/2020
First Aid > 8 years	Amanda Milligan	Across School	14/06/2021
First Aid > 8 years	Melissa Costello	KS2	14/06/2021
First Aid > 8 years	Sarah Koratzitis	KS2	14/06/2021
First Aid > 8 years	Nicole Weatheritt	KS2	14/06/2021
First Aid > 8 years	Louise Jones	KS1	14/06/2021
First Aid > 8 years	Carla Darling	Across School	14/06/2021
First Aid > 8 years	Lynn Pearce	Kitchen	14/06/2021