



Stroud Valley Community Primary School - First Aid Policy

Introduction

Stroud Valley recognizes the responsibility for the health and safety of people on its premises. It provides adequate and appropriate equipment, facilities and qualified first aid personnel

This care includes contractors, visitors, service users as well as regular staff and pupils. All people on the premises temporarily will be made familiar with the first aid arrangements. Any arrangements for letting the facility incorporate consideration of first aid requirements

Appointed person(s) and first aiders

The school's appointed first aiders Morag Cartwright

They are responsible for:

- taking charge when someone is injured or becomes ill
- summoning an ambulance or other professional medical if required
- looking after first aid kit including restocking the first aid room and ensuring contents are in date

A list of names of our first aiders and dates of their qualifications is on display in the staffroom and the school office. First aiders are trained and qualified to carry out the role and are responsible for acting as first port of call to any incidents where they will assess the situation and provide immediate and appropriate treatment. This may lead to sending pupils home to recover, where necessary. After which they will complete an accident report on the same day, or as soon as is reasonably practicable, after an incident

First Aiders

Stroud Valley Community School maintains enough trained first aiders to ensure that there is always sufficient cover at all times, as some staff work part time and to cover periods of sickness.

(GCC's current guidance is that a qualified first aider (FAW or EFAW) be provided for every 150 pupils and/or for every 50 employees.)

All first aiders have completed an approved training course and have a fully enhanced DBS check. Details of their training and certificates expiry dates are available.

At school the main duties of the first aider are to:

- take control of an emergency situation and give appropriate first aid in line with their training
- give immediate help to casualties with common illnesses and those arising from specific hazards at school
- when necessary ensure an ambulance is called or other professional help, or delegate other members of staff to do this.

Early Years Foundation Stage Pediatric First Aid

The school must have at least one person on site who is competent to provide pediatric first aid. Stroud Valley is able to meet this requirement and the school has three members of staff trained at this level. This is required for all children until the end of the academic year in which they have their 5th birthday. This training is in addition to existing first aid requirements. At least one pediatric first aid trainer is on site at all times.

Lunchtime Supervision

There are always members of staff on site at all times of the day, including through the lunch hour.

First aid 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 school office will contact parents immediately
- the first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off Site Activities

When planning a visit, the trip lead will complete a risk assessment and make a judgement as to the level of first aid required for a particular visit.

There will always be at least one first aider on an off site activity, including one with a current pediatric first aid certificate if EYFS are present

Travelling first aid kits are available for staff members required to work away from the normal workplace. These will contain the same items as a standard first aid kit kept in school. On all trips there will be at least one qualified first aider.

Information about the specific medical needs of pupils are kept by class teachers and first aiders on trips are made aware as necessary.

Staff will always ensure they have the following:

- a school mobile phone
- a portable first aid kit
- information about specific medical needs of children
- parent contact details

First Aid Kits

First aid boxes are clearly marked they are green with a white cross. They are portable and not locked. The minimum contents can be found displayed inside a cupboard in the first aid room.

First aid kits are stored in:the first aid room, opposite the school hall and office.

They will NOT contain any tablets or medicines.

First Aid Room

The first aid room is situated on the lower ground floor by the hall. The door to this room is always kept open when being used for first aid. This is an important measure in safeguarding our children and staff.

This room contains both a wash basin and a toilet. It is a room that is rarely used and so accessible for first aid when needed.

As well as being the prime location for administering first aid, and storing resources it is also the location of the schools accident book. All minor playground bumps and grazes will be recorded in this book but other accidents of greater significance will need a more detailed report and investigation (see the accident, reporting and investigation policy / procedures)

The accident book will include:

- Accident book
- Date
- Time and place of event
- Personal details of all involved
- Description of nature of event
- What first aid was given
- What happened to the person after the event
- Name and signature of first aider involved – this will be kept for a minimum of three years

First Aiders understand the need to use disposable gloves when dealing with injuries that include body fluids such as blood. These are readily available in the first aid room as well as hand washing facilities for after the first aid has been administered.

All dressings will be disposed of by double-bagging in a plastic bag and tying the top before discarding.

Informing Parents

For most incidents that occur parents will be informed at the end of the day when they collect their children from school. If older children are not collected by their parents than a telephone call home will be made.

If incidents are more serious then parents will be contacted by telephone to collect their children from school during the day.

Record-keeping and reporting

First aid and accident record book

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

There are no statutory retention periods for first aid records, but the HSE guidance says you should keep records in accordance with data protection law - which requires that records are kept for no longer than necessary. A first aid / accident book will be kept for a period of three years (in accordance with regulation 25 of the Social Security Regulations 1979 and the securely disposed of.

Reporting to the SHE

The office 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).

This is reported to the SHE unit as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include specified injuries such as :

- fractures, other than to fingers, thumbs and toes
- 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 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

The school also reports near-miss events that do not result in an injury, but could have done.

For First Aiders

First aid administration at work is considered to be an act of taking reasonable care and GCC will fully indemnify all First Aiders and emergency first-aid trained appointed persons against claims for alleged negligence in relation to first aid treatment providing they are acting within the remit of their employment and training.

In practice, this means that the County Council, not the employee, would meet the cost of damages should a claim for alleged negligence be successful.

(Ref: GCC Safety, Health and Environment Guidance – First Aid At Work (Oct 2019)

The Headteacher is responsible for;

- ensuring that an appropriate number of first aiders are present in school times
- ensuring staff are aware of first aid procedures
- ensure that adequate space is available for catering to medical needs of children
- reporting specified incidents to SHE when necessary

The Governing Body will regularly review the schools first aid policy, including the minimum numbers of first trained aiders are in place.

This first aid policy is linked to the:

- health and safety policy
- policy on supporting pupils with medical conditions
- safeguarding / Child Protection policy

Policy Review

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| Policy Title | First Aid Policy |
| Date Policy Ratified by Governors | February 2024 |
| Date for next review | February 2026 |

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