

The Darent Federation of Schools

First Aid Policy



Approved by:	Governing Body	Date: January 2024
Last reviewed on:	January 2023	
Next review due by:	January 2025	

First Aid Policy

First Aid Policy Statement

Reference to the Federation throughout this policy refers to Sundridge & Brasted CE Primary School, Kemsing Primary School and all staff and pupils within these school communities. Reference to 'school' refers to whichever is appropriate, within the Federation.

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

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Guidelines

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

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Appointed person(s) and first aiders

At Sundridge & Brasted Primary the appointed persons are Kayleigh Gallagher, Lou Scott, Sophie Moorey-Brown, Mat Moorey-Brown, Lauren Evan and Helen Prestage.

At Kemsing Primary the appointed persons are Laura Dazell, Diane Gawley, Sarah Smith, Lauren Norris and Lee Adams.

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 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.

The Local Authority and Governing Board

Kent LA has ultimate responsibility for health and safety matters in schools, but delegates responsibility for the strategic management of such matters to the schools' governing board.

The governing board of the Federation delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

The Executive Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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
- Reporting specified incidents to the HSE when necessary.

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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 where a first aider is not called
- Informing the Executive Headteacher or their manager of any specific health conditions or first aid needs
- Informing the Executive Headteacher/SLT about any incident that involves a member of staff injuring/hurting a child (however accidental) before the end of the school day.

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 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 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 lead member of staff for the trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for EYFS, as required by the statutory framework for the Early Years Foundation Stage.

For all other year groups, there will always be at least one first aider on school trips and visits.

Classes leaving school take a first aid kit and a sick bucket containing essential cleaning aids and disposable waste bags.

Any medication for pupils' needs, such as asthma pumps, should be checked and taken with the first aider on school trips.

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First aid equipment

See Appendix 1.

No medication is kept in first aid kits. Each class room is allocated a first aid kit. Additional first aid kits are situated in the kitchen/servery and office. Chand & Co also keep their own first aid kit in the kitchen/servery.

Record-keeping and reporting

First aid and accident record book

- The accident book is located in the office and should be completed for every incident where first aid is administered.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a serious injury through the Kelsi website. https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-e6a99e70-6315-489f-9ac6-4ee4886fce6/AF-Stagec4d2c58f-628f-4fc6-8186-85339a2086cc/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes
- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of:
 - Adults Date of the incident + 6 years
 - Children DOB of the child + 25 years

in accordance with Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 (IRMS toolkit for Schools 2016) and then securely disposed of.

Reporting to the HSE

The Federation administration staff 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 Executive 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

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- 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 office staff 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. If a child receives a head injury (however minor), a call will be made to the parents/carers asap.

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 Lead DSL will also notify KCSB 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 wish to do so.

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 – which will be held in the school office.

Staff are encouraged to renew their first aid training when it is due to expire.

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.

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Child Protection and Safeguarding Policy

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First Aid Policy Guidelines

Definitions

First aider – someone who administers first aid, has undergone a training course in administering First Aid at Work (FAW) and holds a current FAW certificate, current Paediatric First Aid (PFA), an Emergency First Aid at Work (EFAW) certificate or Emergency Paediatric First Aid (EPFA) .

Current First Aiders:

Sundridge & Brasted	
Name	Qualification
Sophie Moorey-Brown	Paediatric First Aid
Lou Scott	Paediatric First Aid
Kayleigh Gallagher	Paediatric First Aid
Mathew Moorey-Brown	One Day Paediatric First Aid in a Primary School
Lauren Evans	One Day Paediatric First Aid in a Primary School
Helen Prestage	Workplace First Aid

Kemsing	
Name	Qualification
Laura Dazell	Paediatric First Aid
Diane Gawley	Paediatric First Aid
Sarah Smith	Paediatric First Aid
Lauren Norris	Paediatric First Aid
Lee Adams	Emergency First Aid at Work

Trained first aiders are constantly reviewed and members of staff will be booked onto first aid training when a need has been identified by the school.

First Aiders that receive a payment for their duties are required to:

- Take control in major incidents
- Liaise with emergency services
- Speak with and/or contact parents by phone to explain procedures undertaken by the school (eg ice pack administered/rash identified) and offer advice (eg visit A&E, Minor Injuries, contact Doctor)
- Keep first aid stock up to date
- Ensure first aid packs are ready for school trips
- Store medicines securely and administer medicines in accordance with 'Supporting pupils with medical conditions policy' and form completed by parents/carers (appendix 5)
- Inform SLT of the need to update qualifications for first aiders
- Ensure first aiders in school are following procedures correctly
- Keep a visual record in the first aid room of children with specific medical conditions and ensure staff who are in regular contact with the child are aware of their specific needs.
- Ensure the Record of Medicine Administered to an Individual Child is completed.

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Responsibilities:

Sundridge & Brasted		
Name	Position	Responsibility
Helen Prestage	First Aider	Restocking First Aid
Tom Hardwick	Executive Headteacher	Reviewing serious accidents: Completing online HS157
Helen Prestage	Secretary	Emergency calls 999 Contacting parents

Kemsing		
Name	Position	Responsibility
Sarah Menditta and Chloe SMith	First Aider	Restocking First Aid
Tom Hardwick	Executive Headteacher	Reviewing serious accidents: Completing online HS157
Office Staff	Secretary	Emergency calls 999 Contacting parents

Cuts

Gloves should be worn to treat cuts. All open cuts should be covered after they have been treated with water. Children should always be asked if they can wear plasters BEFORE one is applied. We always use non-allergic plasters but children may be given an alternative dressing. All cuts should be recorded in the accident file and parents informed. All blood waste should be placed in the medical yellow bags available from the school office.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack/cold compress. Parents will be informed by phone during the school day and wherever possible spoken to at the end of the day. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Asthma

Children with Asthma do not require a care plan. Asthma Pumps are kept in the school office and associated permissions kept in the Medical File in the office. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. The secretary will check the expiry date on the pumps regularly and inform parents should the pumps expire or run out. All pumps must be clearly labelled with the child's name. Asthma sufferers should not share inhalers.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will inform the parents/carers all the children in the class where the suspected head lice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Rashes

Rashes/Common Ailments

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. For the inspection of other rashes the same procedure should be followed. If we suspect the rash/ailment to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returned to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same rash/ailment in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot problems early and began treatment early, thus avoid the further spread of rash/ailment. It is the Executive Headteacher's duty to decide if there is an outbreak of infectious disease and whether

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there is a need to report it to the local HPU (Health Protection Unit).

Sickness/ Diarrhoea

The school will inform parents that children should be off school for 48 hours from last episode of diarrhoea or vomiting as recommended by NHS.

Administering medicine in school

See 'Supporting Children with Medical Conditions Policy'.

Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01959 562694
2. Give your location as follows: Sundridge & Brasted CE Primary School
3. State that the postcode is: TN14 6EA
4. Give your name:
5. Give name of child/adult and a brief description of child's/adult's symptoms:
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked.

Appendix 1

Suggested list of first aid equipment



- A leaflet giving general guidance on first aid such as the HSE leaflet “Basic advice on first aid at work” (see “Where can I get further information?”) <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm X 12cm), individually wrapped, sterile un-medicated wound dressings
- Two large (approximately 18cm X 18cm), individually wrapped, sterile un-medicated wound dressings
- One pair of disposable gloves (Nitrile or vinyl gloves with the code EN374)
- Tablets or medicines should not be kept in the first aid box.

The above is a suggested contents lists only. Equivalent but different items will be considered acceptable.

For consideration:

Assorted non-allergic plasters
Gauze
Microporous Tape
Disposable gloves
Distilled water/eye pads/eye wash
Foil blanket
Scissors
Bandage
Sling
Plastic bags to put soiled gauze in
First aid slip to record accident/pen