First Aid Policy

Approved: March 2025

To be reviewed: March 2026

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 state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, all pupils and visitors.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess 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, decide 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 needs of pupils

Roles and Responsibilities

After an assessment of first aid needs – we ensure that we have a sufficient number of suitably trained first aiders to care for employees and pupils in case they are injured.

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 person, and provide immediate and appropriate treatment.
- Sending pupils or staff home to recover, where necessary.
- Filling in a minor injuries log or accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Our school's first aider's names will be displayed prominently around the school.

The Local Authority and Governing Board

Birmingham City 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.

The Headteacher is responsible for:

- 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

School Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing a minor injuries log for all incidents they attend to where a first aider is **not** called.
- Informing the Headteacher or SENDCO of any specific health conditions or first aid needs.

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 office will contact parents immediately.
- If an ambulance is called the admin assistant (who is also lead first aider) will complete an Accident Report Form. This is an online form which needs to be completed on the day or within 7 working days of incident, accident or near miss.
- Form - Important information | Accident, Incident and Near Miss Report
- The form in then printed and filed in the Accident, Incident and Near Miss Folder.

Emergency Procedure and liaison with the ambulance

In the case of serious or potentially serious injuries, professional medical assistance will be

sought at the earliest possible time to avoid the danger of inappropriate diagnosis or treatment.

All staff know how to call the emergency services. Staff will not take children to hospital in their own car; it is safer to call an ambulance.

A member of staff will accompany the child to hospital by ambulance and stay until a parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

Head Injuries

Injuries to the head need to be treated with particular care. Any evidence of the following symptoms may indicate a serious injury and an ambulance called:

- Unconsciousness, or lack of full consciousness (e.g. difficulty keeping eyes open)
- Confusion
- Strange or unusual behaviour
- Such as sudden aggression
- Any problems with memory
- Persistent headache
- Disorientation, double vision, slurred speech or other malfunction of the senses
- Nausea and vomiting
- Unequal pupil size
- Pale yellow fluid or watery blood coming from ears or nose
- Bleeding from scalp that cannot quickly be stopped
- Loss of balance
- Loss of feeling in any part of body
- General weakness
- Seizure or fit

Where a pupil receives a head injury their parent/carer will be informed straight away by telephone. A blue head injury letter will be given to the parent at the end of the school day.

Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- At least one member of staff will take a mobile phone and has the school number in the event of an emergency. We have all staff numbers saved on ScholarPack if the office need to contact a member of staff who is off site.
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by teaching staff 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, as required by the statutory framework for the Early Years Foundation Stage

First Aid Equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages and saline solution
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Burn gel and pads

No medication is kept in first aid kits. (Please see medication in school policy)

First Aid Kits are stored in:

- Every classroom
- Dining Room
- Bottom end of both school buildings (for playground use)
- Office
- Inclusion room

Record-keeping and Reporting

- All injuries and accidents will be recorded in a First aid and accident sheet. These are kept with each first aid box. All records are then transferred to Scholarpack and the sheets destroyed.
- If an ambulance is called the admin assistant (who is also lead first aider) will complete an Accident Report Form. This is an online form which needs to be completed on the day or within 7 working days of incident, accident or near miss.
- Form - Important information | Accident, Incident and Near Miss Report
- The form in then printed and filed in the Accident, Incident and Near Miss Folder.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- 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.

Reporting to the HSE

The admin assistant 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 admin assistant will report these to the Health and Safety Executive and the Local Authority as soon as is reasonably practicable and in any event within 15 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 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.

Notifying Parents

The office will inform parents of any serious or concerning 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 Head Teacher 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 Head Teacher will also notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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.

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. We will aim for at least 1 first aider per year group.