

# Larchfield Primary and Nursery School



## First Aid Policy

### Our Vision

Our children are central to all that we do:  
nurturing, caring and preparing them to add value to an ever-changing world.

Approved by: Full Governing Body

Date: January 2025

Next review due: January 2026

## **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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **Roles and responsibilities**

The Local Authority and Governing Board

The Royal Borough of Windsor and Maidenhead 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**

The 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 Teaching and Support Staff at Larchfield Primary and Nursery School complete First Aid awareness Training. (National College on-line)
- 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
- Providing guidance to staff when an adult or child is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

## **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 Headteacher or their manager of any specific health conditions.

## **First Aiders**

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

Miss Allen/Mrs Lawson are responsible for ensuring that the main stock of first aid supplies are adequate and First Aid Supplies stocked (this is checked termly)

## **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 (if this member of staff is not a qualified first aider) 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the appointed person or first aider involved will contact parents/carers immediately
- The first aider will complete an accident report form on the day of the incident or as soon as possible on the next working day if it is not practical to complete on the day of the incident.

### **Off-site procedures**

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

- A mobile phone
- A first aid kit
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

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

First aid kits are stored in:

- All classrooms
- School Hall

In addition to this, a first aid grab bag, and ice packs, can also be found in the staff room.

First Aid grab bags are taken outside during breaks and lunchtimes or on educational visits.

A named person is responsible for ensuring that First Aid cupboards and stations are stocked with appropriate items.

### **Residential trips**

Calpol, is available from the identified medication staff member on the residential visit.

Permission must be sought from parents/carers prior to the visit leaving school.

### **Emergency Inhalers/Defibrillators**

An emergency inhaler and a defibrillator is located in the school office.

Staff are asked not to remove these items for educational visits.

An Auto-Adrenaline Injector is located in the school office. This must only be administered if written consent has been received from parents/carers and staff are advised to do so by the emergency services.

Auto-Adrenaline Injectors are also taken on educational visits if a child has an identified need.

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

Accident slips are filled out and given to the parent/carer at the end of the day. In addition this information is uploaded onto the child's profile on Arbor.

### **First aid and accident record book**

- An Injury form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included on the accident slip
- Records held in the first aid 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.

### **Injury forms**

Parents/carers are notified of all accidents/injuries. Any significant injury, including any head bump, leads to a telephone call home.

### **At the end of play**

When playtime is complete, duty staff need to inform teachers (and those people in charge of classes during PPA etc.) about any injuries.

### **Ringling parents/carers**

Should the incident be serious, parents/carers will be contacted immediately. If a child has to attend hospital, a health and safety accident form must be completed by the member of staff who witnessed the accident.

Calling parents/carers can be done by any member of staff including the office team.

Calls to parents/carers are a courtesy. They may offer the parent an opportunity to visit their child in school or pick them up. They may allow us to seek advice on whether a reaction to an injury or illness is normal or to check a treatment.

Appendix A offers advice on when to call parents/carers.

### **Reporting to the HSE**

The appointed person 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 Headteacher will work with the appointed person to report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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

The Headteacher will notify Achieving for Children and 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.

### **Training**

All school staff at Larchfield are required to undertake first aid awareness 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 required 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 annually.

At every review, the policy will be approved by the Resources Committee.

## **Appendix A**

### **Calling Parents/carers – Top Tips!**

1. BUMPED HEAD LARGE VISIBLE BUMP – parents/carers may want to see and assess

2. ANY BITE/STING – parents/carers need to tell us if they have been bitten/stung before. They may want to come in and administer some anti-histamine
3. VOMITING/DIARRHOEA – parents/carers need to take child home
4. NOSE BLEED – if longer than 30 mins parents/carers need to come and assess
5. SUSPECTED BREAK/SPRAIN/STRAIN – parents/carers to assess any swelling
6. GENERAL DISTRESS AFTER A FALL/ACCIDENT – parents/carers may need to come and assess
7. RASHES – parents/carers need to provide more information to us or assess themselves
8. BURNS – parents/carers must be informed
9. ASTHMA – parents/carers informed if inhaler has been used more than three times in a day.

If attack, see 'Calling 999'

10. EYE INJURY – inform parents/carers if eye is bloodshot/swollen after injury

## **Appendix B**

### Calling 999

1. HEART ATTACK – sit casualty comfortably against wall. Call 999

2. SHOCK – casualty has loss of blood/fluid from injury. Pale, cold, clammy. Raise legs. Call 999
3. UNCONSCIOUS, BREATHING – check ABCD. Call 999, recovery position
4. UNCONSCIOUS, NOT BREATHING – check ABCD, start CPR, call for Defib, call 999
5. OBVIOUS BREAK/SPRAIN/STRAIN – avoid moving casualty unless airway is compromised. Call 999
6. SEIZURE – if first one or over 5 minutes. Call 999
7. RASHES – if vital signs deteriorate rapidly call 999
8. BURNS – if deep burn and/or casualty is going into shock. Call 999
9. ASTHMA – if no improvement after inhaler treatment or first attack or casualty becomes exhausted. Call 999
10. HEAD INJURY – if casualty vomits, call 999
11. If auto-injector is administered call 999