



# NORTH WINGFIELD PRIMARY & NURSERY ACADEMY™

## First Aid Policy

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### 1. 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

### 2. 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

### **3. Roles and responsibilities**

#### **3.1 First Aiders**

All Paediatric First Aid and First Aid at Work trained personnel 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 (see the template in appendix 2)
- Keeping their contact details up to date

All EYFS year groups will be required to have an appointed Paediatric First Aider at all times.

#### **3.2 The Headteacher**

The Headteacher 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 (see section 6)

### **3.3 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 where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Their own medication, which must be held securely in a locked cupboard and which is their sole responsibility

## **4. First aid procedures**

### **4.1 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 EntrySign the same day or as soon as is reasonably practical after an incident resulting in an injury.

### **4.2 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 class teacher 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 Reception school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all trips, there will always be at least one first aider.

## **5. 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 stored in:

- Each classroom
- Medical room

## **6. Record-keeping and reporting**

### **6.1 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
- As much detail as possible should be supplied when reporting an accident
- Records 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

## 6.2 Reporting to the HSE

The School Office 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).

It is the responsibility of the school Business Manager 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. The school Business Manager will report these to the Health and Safety lead Marcus Robinson Trust Facilities Manager.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o Serious burns (including scalding)
  - o Any scalping requiring hospital treatment
  - o 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:
  - o The collapse or failure of load-bearing parts of lifts and lifting equipment
  - o The accidental release of a biological agent likely to cause severe human illness
  - o The accidental release or escape of any substance that may cause a serious injury or damage to health
  - o 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](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The first aider or class 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. For minor injuries this will be via a first aid slip. Head injuries and other more severe injuries a phone call home and/or informing parent/carer on collection will be required.

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

The 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 Headteacher will also notify Derbyshire Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **7. 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.

Staff are encouraged to renew their first aid training when it is no longer valid. It is the responsibility of the member of staff to be aware of the expiration date of their certificate and to notify the Business Manager of this within six months of the date.

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.

### **8. Monitoring arrangements**

This policy will be reviewed by a member of the Senior Leadership Team every year.

At every review, the policy will be approved by the Headteacher and appropriate Governing Boards.

### **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Managing Medicines policy
- Asthma policy

## Appendix 1 - Biting

Biting is a common behaviour that some young children experience and it occurs more often amongst children under the age of five and in group situations such as school, nursery, playgroup or other social situations. The need or motivation for one child to bite another is just part of some children's development journey, where they do not yet have the words to sufficiently communicate common emotions such as anger, frustration or need.

Evidence suggests that up to a quarter of all very young children will bite others at some stage. We understand that this is a difficult situation for parents whether it is your child that has been bitten or your child that has been responsible for biting others.

Children bite for many reasons and we aim to handle any biting incident with respect and sensitivity for all involved.

### Why does biting happen?

Whilst biting is more common at nursery or in other group situations than at home, a biting incident is not a negative reflection on the biter, the staff or the Academy. We have very clear behavioural expectations children are expected and encouraged to follow our rules and make good choices.

However, some children do not have the coping mechanisms, nor the self-regulation skills which adults and older children have that help us to diffuse and express our emotions in socially acceptable ways. The most common reasons for biting are:

- **Seeking Attention** – when children are in situations where they feel they are not receiving enough attention, biting is a quick way of becoming the centre of attention.
- **Expressions of Frustration** – children can be frustrated by a number of things, such as wanting to be independent and doing things for themselves. Unfortunately, they do not have the vocabulary to express themselves clearly and this can sometimes lead to biting as a way of dealing with the frustration.

### What is our procedure following a biting incident?

Staff will work with the children and the staff team to discover why a child is biting and to comfort and reassure the child who has been bitten. This may have been an isolated incident, but we will always record the incident to examine what happened just before the incident or if there were any behavioural trends.

Once we have identified the possible trigger for the biting incident, we will then make changes to reduce or remove the cause.

In brief, our procedure in the event of a biting incident is as follows:

- The child who has been bitten will be comforted and reassured and where needed, first aid will be administered.
- The bite wound will be washed thoroughly and cleaned with an antiseptic wipe. If the wound is bleeding, it will be allowed to bleed further, before a waterproof dressing is applied.
- If the bite has broken or bruised the skin, parents/carers will then be contacted so that you are aware that your child has been bitten and appropriate action can be taken, involving perhaps a visit to the GP or in serious cases an Accident and Emergency Department.
- The child that has bitten will also be examined to ensure their own health and safety.
- We will talk to the child who has bitten, age appropriately, and try to help the child understand that there are other ways to express themselves and deal with the situation.
- We will ensure that the biting child understands that such action (the behaviour and not the child) is not appropriate.
- Incident and accident forms are filled out. The parent/carer of the child who received the bite will be informed.
- In certain cases, we may seek professional advice from behaviour support. This will always be initiated in partnership with the permission of parents and carers.