

# First Aid Policy

**'Together we unlock potential and learn for life'**



**This policy was approved by the Governing Body of Moor First School at their meeting on:**

**Signed .....Chair of Governors**

**Signed .....Headteacher**

Review Frequency Every 3 years

Next review: Nov 2027

Revision updates (between Nov 2024 and Nov 2027)	January 2026- change in amount of inhalers/epi-pens
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Appendix A – Body fluid spillages procedure

## **Aims**

The aims of our first aid policy are to:

Mrs V Atherton – Nov 2024

# **First Aid Policy**

- Ensure the health and safety of all staff, pupils, contractors 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 Headteacher (premises manager) will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. The school secretary will keep a training matrix up to date – indicating staff training dates and when renew dates are required. Schools are low risk environments, but the Headteacher will continually review the needs of specific times, places and activities in deciding on their provision. Factors affecting this may link to:

- Offsite PE/events
- Educational School Visits
- Adequate provision in case of absence,
- Out-of-hours provision

Arrangements should be made to ensure that the required level of cover – First Aid at Work / Emergency First Aiders and/or Paediatric First Aiders are available at all times when people are on school premises.

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## **Appointed person(s) and first aiders**

The school has a wide number of first aiders appointed who are trained in:

- Emergency at work - 7x emergency first aiders due to the many part time roles in the school.
- First aid at work – 1x full time staff trained in first aid at work,
- Paediatric first aid- 3 x paediatric first aiders (2 of which full time and required for forest school/EYFS provision)

We train more first aiders than required for the size of the school due to the many part time roles we have and in relation to SEND provision.

Our school's first aiders are displayed prominently around the school and updated regularly.

First aiders 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 (see section 7) 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

The First Aid at Work trained staff member will be responsible for looking after the first aid equipment e.g. restocking the first aid boxes in the medical room, classroom, office and trip bags with the support of the secretary.

Secretary/headteacher/SLT will ensure that an ambulance or other professional medical help is summoned when appropriate.

## **The local authority and governing board**

Staffordshire County 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 and the health and safety governor committee meets termly to review health and safety.

## **The headteacher**

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

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- 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 and have access to a poster of named first aiders.
- 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 - this would be within the rainbow room or learning area.
- Completing an annual review of health and safety incidents – reporting them to governors and addressing any concerns.
- Reporting specified incidents to the HSE when necessary

## **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the 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

## **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.
- Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment in yellow medical bags provided – bloods – disposed of in sanitary waste bins
- 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 the 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 headteacher/senior leader or secretary will contact parents immediately
- The [first aider/relevant member of staff] will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This will be logged onto Staffordshire online portal if the injury involves a visit to the hospital or walk in centre and reported to

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RIDDOR if required. Red bands are given for any head injury so that staff can observe any after effects – part time staffing systems.

Staff/visitor accidents are recorded in the staff/visitor accident book in the office but must be logged onto the My H&S portal.

- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## **First aid equipment**

A typical first aid kit in our school will include the following minimum HSE's recommended items:

- A leaflet giving general advice on first aid
  - 20 individually wrapped sterile adhesive dressings (assorted sizes)
  - 2 sterile eye pads
  - 2 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 6 medium-sized individually wrapped sterile unmedicated wound dressings
  - 2 large sterile individually wrapped unmedicated wound dressings
  - 3 pairs of disposable gloves
  - No medication is kept in first aid kits.
  - Red bands for head injury to make staff aware
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- Ice packs – stored in the medical fridge freezer in the staffroom.

First aid kits are stored in:

- The medical room
- School office
- Village hall – Business continuity
- Classrooms - own class trips

Our school also has a defibrillator stored in the corridor on a shelf and access to 3x school inhalers.

## **Off-site procedures**

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

- A school mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large

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- sterile unmedicated dressing ○ 2 triangular bandages – individually wrapped and preferably sterile ○ 2 safety pins
- Individually wrapped moist cleansing wipes ○ 2 pairs of disposable gloves

Information about the specific medical needs of pupils - detailed on the Evolve risk assessment ➤  
Parents' contact details if school office to be closed (out of hours)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Take a disposable ice pack

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. The educational visits policy on our website, explains the role of the Educational Visits Co-ordinator and the head-teacher.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## Record-keeping and reporting

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

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. This includes the date, time, the name (and class) of the injured or ill person, details of their injury/illness and what first aid was given. name and signature of the first aider or person dealing with the incident. Head bumps require a text home and so do all EYFS accidents. Red wrist band worn if had a head bump.
- 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. Statutory accident records; the Headteacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of 18 years.

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## **Reporting to the Local Authority and HSE**

All staff/visitor accidents, and all pupil accidents which have resulted in a serious injury/required a hospital visit or time off school due to injury, will be recorded on Stoke/Staffordshire authority 'my health and safety' online system.

As much detail as possible should be supplied when reporting an accident on My Health and Safety—photographs of the area also add further details needed for accident investigation and witnesses are called

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upon to add details. From this analysis, risk assessments may be amended etc. to prevent any further incident re-occurring.

The headteacher 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 report these to the HSE 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 scalding 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 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>

## **Notifying parents**

The secretary/class teachers will inform parents of any minor accident or injury sustained by a pupil in EYFS, and any first aid treatment given, on the same day, or as soon as reasonably practicable. In other year groups, parents are contacted in case of head/eye injuries and non-minor injuries.



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## **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 child protection services 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 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 within a training matrix.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## **Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Educational Visits Policy
- Policy on supporting pupils with medical conditions
- Asthma policy
- Accessibility policy

Appendix A

## **Body Fluid Spillage Procedure**

### **Introduction**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

This document is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (September 2024).

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcaresettings-0>

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There are Body Fluid Disposal Kits available in the staffroom cupboard. There are gloves, yellow bags, aprons, masks, absorbant powder and scoopers.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident but if not possible, then alert another staff member for support.

## **Body Fluid Spillage Clean-Up Procedure**

1. Cordon off the area using chairs/tape /wet floor sign until clean-up is completed.
2. Put on disposable gloves from the nearest First Aid kit/apron/mask.
3. Place absorbent towels over the affected area and allow the spill to absorb.
4. If a Body Fluid Disposal Kit is available then the instructions for use should be followed. If not then scoop up any large sections and then add absorbant powder. Leave to dry and the scoop this up with two pieces of card or the scooper provided in the kit. Place inside a yellow bin bag, tie this up and then put in the body fluids bin in the staff toilet or double bagged in an outside bin.
5. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
6. The area must be cleaned with disinfectant following the manufacturer's instructions – Coshh cupboard? Follow with warm soapy water. Safely dispose of any worn PPE.
7. The area should be ventilated and left to dry.
8. All reusable cleaning equipment needs to be appropriately disinfected according to the manufacturer's instructions.
9. Anyone involved in cleaning up the spillage must wash their hands. Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (yellow bag). If not available then the gloves being used needs to be taken off inside out so that the soiled item is contained within them. This can be placed in a sanitary waste disposal bin which is regularly emptied.
10. Any article of clothing that has been contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.