



FIRST AID POLICY

ROOKERY SCHOOL

APRIL 2023

Reviewed:

How often reviewed: Annually

Approved by: Full Governors

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Satvir Rai (Pastoral Manager)

Emma Whitehouse (SENCO) will advise for children with pre-existing conditions who become ill.

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 (Satvir Rai)
- 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. Joe McCormick- Business Manager/ Health and Safety will support this process.
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 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 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)

3.5 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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 Headteacher or Deputy Headteacher 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

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

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands. Face coverings, visor, gloves and aprons will be used by any first aider administering close personal care.

4.2 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
- Information about the specific medical needs of pupils
- Parents' contact details

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

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.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

There will always be at least 1 first aider on school trips and visits when children over 5 are off the school site.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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 on pegs in the crescent staffroom. Each lunchtime supervisor has their own named kit.

Defibrillator

Rookery school has two **defibrillators** one is stored in an unlocked wall cupboard in the main reception office. The second is stored in the sports and arts reception area in an unlocked wall cupboard.

This ensures instant emergency access.

Staff are trained in the use of the defibrillator as part of the annual first aid training.

Battery life is checked every 3 weeks.

6. Record-keeping and reporting

6.1 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

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record. Medical slips that are used to inform parents about minor incidents will not be added to a child's individual record
- 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.

6.2 Reporting to the HSE

The Business Manager, Joe McCormick 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). He 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 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)

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

6.3 Notifying parents

The 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.

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 children's services 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 (see appendix 3).

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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Anaphylaxis Epipen and Asthma Training Birmingham South Central NHS team	Teachers/ TAs/ Pastoral assistants/Admin	14 th September 2022	September 2023
Epilepsy and Diabetes Training Birmingham South Central NHS team	Teachers/ TAs/ Pastoral assistants/Admin	21 st September 2022	September 2023

Appendix 2: List of trained first aiders, qualifications and renewal dates

First Aiders -Rookery School 2022/23- Please display on the Safeguarding board

First aid for adults

	Location	Qualification	Date	Renewal due
S. Rai	Crescent Office	QA L3 Award in First Aid at Work (RQF)	10/11/12 October 2022	10/11/25
Akvinder Panesar	Globe	QA L3 Award in First Aid at Work (RQF)	10/11/12 October 2022	10/11/25
Narinder Sandhu	Canteen	QA L3 Award in First Aid at Work (RQF)	10/11/12 October 2022	10/11/25

These staff have the full paediatric qualification (children)

	Location	Qualification	Date	Renewal due
Satvir Rai	Crescent Office	QA level 3 Paediatric First Aid (RQF)	17/11/2022	17/11/2025
Darshan Chahal	R	QA level 3 Paediatric First Aid (RQF)	17/11/2022	17/11/2025
Akvinder Panesar	Globe	QA level 3 Paediatric First Aid (RQF)	17/11/2022	17/11/2025
Ravinder Dhesi	Y1	QA level 3 Paediatric First Aid (RQF)	17/11/2022	17/11/2025
Ravi Kaur	Pupil Support	QA level 3 Paediatric First Aid (RQF)	17/11/2022	17/11/2025

Emergency Paediatric First Aid.

	Location	Qualification	Date	Renewal due
Emma Whitehouse	Speech and Language room	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Chris Loveridge	Sports and Arts	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Jackie Morgan	BASE	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Kim Jhalley	R	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Kavita Kumari	Y5	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Abigail Hadley	BASE	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Carolyn Ward	N	Emergency Paediatric First Aid	25/11/2022	25/11/2025

Emergency Paediatric First Aid (continued)

	Location	Qualification	Date	Renewal due
Sophie Gilbert	R	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Katie Williams	R	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Simran Kaur	R	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Elizabeth Cannon	Y1	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Tasmia Mazar	Y1	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Jo Whittington	Y2	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Mohshena Khanum	Y3	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Anita Reid	Y3	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Laura Gardner	Y4	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Nagma Kerung	Y5	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Martha Hemsted	Y6	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Jen Kapur	Y6	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Emma Lacken	Arts Hub	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Irita Campbell	LM room	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Nisha Sangar	LS	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Ravneet Chem	LS	Emergency Paediatric First Aid	25/11/2022	25/11/2025
Manpreet Kaur	LS	Emergency Paediatric First Aid	25/11/2022	25/11/2025

- The next updates are due November 2023
- Booked with Safe Aid Services 24th November 2023