



*ROBY PARK  
PRIMARY SCHOOL*

## **First Aid Policy**

**Important coronavirus (COVID-19) update**

We have added Appendix 1 to this policy, which provides details on managing first aid procedures during the coronavirus (COVID-19) pandemic.

Written Sept 2020

Review Sept 2022

Signed – *Mrs Kat Allen*  
(Headteacher)

Signed - *Mrs Heather Haddley*  
(Chair of Governors)

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

## **3. Roles and responsibilities**

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

The school's appointed persons are – Kirstie Carroll, Carol Rothwell, Jackie Marnell, Alex Watts, Jill Kinsella, Jill Reid, Julie Tucker, Jo Mills, Jade Wardle. Paediatric First Aiders are Vicky Blackmore and Viv Garcia.

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\*
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Updating Medical Tracker with first aid information and sending notifications to parents.

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 Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident
- 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 and in the first aid room.

### **3.2 The local authority and governing body**

Knowsley Local Authority 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4 The School Business Manager**

The School Business Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders 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 on Medical Tracker 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

## **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. They will remain on scene until help arrives
- The Lead 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 (after consultation with the class teacher), 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 staff will contact parents immediately
- The first aider will complete an accident report form on Medical Tracker on the same day or as soon as is reasonably practicable 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 contactable mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils

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 paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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## **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:

- The School Office
- Classrooms
- The school hall (during PE)
- The school kitchens
- Taken onto the yards at playtimes and lunchtimes and during PE

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

### **6.1 First aid and**

- Accident reports will be updated by the first aider on Medical Tracker 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 on Medical Tracker 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
- Minor accidents that happen at playtimes will be dealt with out on the yard unless they are head injuries which will be sent to the school office. Parents must be notified of all first aid that has been administered via Medical Tracker. First aiders on playground duty must log on any first aid given and update accident reports.

### **6.2 Reporting to the HSE**

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) on Medical Tracker.

The headteacher 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 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 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**

Parents are notified via Medical Tracker. Also, depending on the nature of the accident, the class teacher may also 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. If the accident involves an injury to the head, parents will be called immediately by the office staff. Parents will still be notified via Medical Tracker despite any conversation that takes place.

### **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 Knowsley Local Authority and Safeguarding Children's 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.
- 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.

**8. Monitoring arrangements**

This policy will be reviewed by the headteacher every 2 years.

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

**9. Links with other policies**

This first aid policy is linked to the

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

## **APPENDIX 1 - First Aid Procedures During the Coronavirus (COVID-19) Pandemic**

### **Coronavirus COVID 19(as per St John's Ambulance)**

#### Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

#### Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here.

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

Wear gloves or cover hands when dealing with open wounds

Cover cuts and grazes on your hands with waterproof dressing

Dispose of all waste safely

Do not touch a wound with your bare hand

Do not touch any part of a dressing that will come in contact with a wound.

#### Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

#### Keep yourself informed and updated

As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

#### Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

<https://www.hse.gov.uk/firstaid/changes-first-aid-regulations.htm>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>