

# Merrydale Infant School



## First Aid Policy

Chair's signature...*Mrs Elizabeth Surtees*

Head's signature.....*Mark Tipple-Johnson*

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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

Schools with Early Years Foundation Stage provision insert:

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:

All schools add:

- › [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

Maintained schools add:

- › [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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. **During coronavirus:** you must use your '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 your power you're still unable to secure a staff member with a full PFA certificate, you must 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.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

**During coronavirus:** employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

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

The school's appointed Mrs Narshi, Ms Platts & Ms Goodman as Senior First Aiders. All other employees listed on Appendix 1 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

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

Leicester City 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 board.

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

## **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 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
- › 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, SLT or the Office Staff will contact parents immediately
- › The first aider 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.

## 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 Class Teacher 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.

**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 in:

- › The medical room
- › Reception (at the desk)
- › The school hall
- › The school kitchens

## 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, including all of the information included in the accident form at appendix 2
- › 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 School Business Manager 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 School Business Manager 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 School Office staff 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 The Headteacher or Inclusion Manager will also notify Leicester City Safeguarding Team 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 every 2 years.

At every review, the policy will be approved by the Headteacher, Mr Tipple-Johnson and the Full Governing Body.

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

This first aid policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions
- Administration of Medicines Policy

## Appendix 1: list of First Aiders

Staff Member's Name	Role	Contact Details
<b>Senior First Aiders</b>		
Mrs Nisha Narshi	Office Manager	C/O Merrydale Infants
Ms Debbie Platts	TA	C/O Merrydale Infants
Ms Ayshea Goodman	TA	C/O Merrydale Infants
<b>Paediatric First Aiders</b>		
Miss Natasha Cole	TA	C/O Merrydale Infants
Miss Jaydeen Dayman	TA	C/O Merrydale Infants
Miss Emily Fetch	TA	C/O Merrydale Infants
Miss Tracy Foottit	TA	C/O Merrydale Infants
Ms Liz Harvey	Class Teacher & Asst Head	C/O Merrydale Infants
Miss Rebecca Herne	Class Teacher	C/O Merrydale Infants
Miss Maryam Ibrahim	TA	C/O Merrydale Infants
Miss Gosia Malach	TA	C/O Merrydale Infants
Miss Jodie Matthew	TA	C/O Merrydale Infants
Miss Helen Stanley	TA	C/O Merrydale Infants
Miss Mohenie Thanki	TA	C/O Merrydale Infants
Mr Andy Harris	Class Teacher	C/O Merrydale Infants
Mr Andy Skinner	Class Teacher	C/O Merrydale Infants
Mrs Fawzia Ahmed	TA	C/O Merrydale Infants
Mrs Dilshad Aly	TA	C/O Merrydale Infants
Mrs Helen Cleary	Class Teacher	C/O Merrydale Infants
Mrs Michelle Coley	TA	C/O Merrydale Infants

Mrs Sherylann Fonseca	TA	C/O Merrydale Infants
Mrs Naseema Godhy	TA	C/O Merrydale Infants
Mrs Khadija Isat	TA	C/O Merrydale Infants
Mrs Reshma Jagatia	TA	C/O Merrydale Infants
Mrs Afroja Khonat	Dining Supervisor	C/O Merrydale Infants
Mrs Yasmin Makrani	TA	C/O Merrydale Infants
Mrs Reena Mistry	Class Teacher	C/O Merrydale Infants
Mrs Mehtab Nurmamodo	TA	C/O Merrydale Infants
Mrs Sahra Osman	Dining Supervisor	C/O Merrydale Infants
Mrs Lisa Palmer	Cleaner & Dining Supervisor	C/O Merrydale Infants
Mrs Caroline Parker	Class Teacher	C/O Merrydale Infants
Mrs Ateka Patel	TA	C/O Merrydale Infants
Mrs Kavina Patel	Class Teacher	C/O Merrydale Infants
Mrs Sheetal Patel	TA	C/O Merrydale Infants
Mrs Uvrashi Patel	TA	C/O Merrydale Infants
Mrs Alex Postlethwaite	Class Teacher	C/O Merrydale Infants
Mrs Dyann Randall	TA	C/O Merrydale Infants
Mrs Rosemeena Sameja	Dining Supervisor	C/O Merrydale Infants
Mrs Ayesha Seidu	TA	C/O Merrydale Infants
Mrs Rachana Sonigra	TA	C/O Merrydale Infants
Mrs Kam Uddin	Office Administrator	C/O Merrydale Infants
Mrs Laura Westwood	Class Teacher	C/O Merrydale Infants
Mrs Mahbuba Ali	Dining Supervisor	C/O Merrydale Infants
Ms Bex Anderssen	Class Teacher	C/O Merrydale Infants
Ms Tracy Bowen	TA	C/O Merrydale Infants

Ms Shaney Butler	TA & Midday Manager	C/O Merrydale Infants
Mrs Angela Harding	Dining Supervisor	C/O Merrydale Infants
Ms Jodie Lowther	TA	C/O Merrydale Infants
Ms Jenny Oakes	Class Teacher	C/O Merrydale Infants
Ms Nichola Stephenson	TA	C/O Merrydale Infants
Ms Donna Radcliffe	TA	C/O Merrydale Infants
Ms Lauren O'Connor	TA	C/O Merrydale Infants

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

### Appendix 3: 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)
Adult First Aid	Mrs Nisha Nashi Ms Debbie Platts Ms Ayshea Goodman	March 2020	March 2023
Paediatric First Aid	See Appendix 1 for complete list	20 <sup>th</sup> December 2021	December 2023
Anaphylaxis	See Appendix 1 for complete list	December 2021	December 2023
Adult Mental Health	Mrs Nisha Narshi	August 2021	August 2023
Youth Mental Health Training	Mrs Nisha Narshi Ms Heather Weaver	December 2019	December 2022
Administering Epi-Pen	Ms Jodie Lowther Ms Afroja Khonat Mrs Urvashi Patel Mrs Sheetal Patel Ms Jaydeen Dayman Ms Tracy Bowen Ms Tracy Foottit Mrs Kavina Patel Mrs Kam Uddin Mrs Mehtab Nurmamodo	August 2021	August 23