



# MEREVALLEY FEDERATION

## FIRST AID POLICY



| Date  | Author(s)                       | Notes on Revision/s   | Authorised by (date)         |
|---|---------------------------------|---|------------------------------|
| May 2017  | Hayley Davis / Sue White        | Policy written  |                              |
| July 2020   | Iain Mortimer                   | Added sections regarding the first aid kit and the reporting guidelines | 02/09/20                     |
| July 2021   | Iain Mortimer and Tracy Hurwood | Updated to add consistency across the federation                        | H. White<br>28/9/21          |
| June 2022   | Iain Mortimer-Fox               | Updated information on what is included in the first aid kits.          | Full Governing Board 19.7.22 |
| July 2023   | Hayley White                    | Change of role in 8.3   | H. White<br>1.9.2023         |
| July 2024   | Hayley White                    |   |                              |
| <b>Policy Review:</b> Annually                                |                                 |   |                              |
| <b>Level required for ratification:</b> Executive Headteacher |                                 |   |                              |



## Table of Contents

|     |  |   |
|-----|--|---|
| 1   | Introduction .....                                   | 4 |
| 2   | aims .....   | 4 |
| 3   | Legislation and guidance.....                        | 4 |
| 4   | Responsibilities .....                               | 5 |
| 4.1 | The Executive Headteacher & Governing Board .....    | 5 |
| 4.2 | Teachers and other School Staff .....                | 5 |
| 4.3 | First Aiders .....                                   | 5 |
| 4.4 | First Aid Lead .....                                 | 5 |
| 5   | First Aid Facilities .....                           | 6 |
| 6   | Off-site procedures.....                             | 6 |
| 7   | First aid equipment.....                             | 7 |
| 8   | Accident and Injury Reporting .....                  | 7 |
| 8.1 | Record Keeping and Informing Parents or Carers ..... | 7 |
| 8.2 | Head Bumps.....                                      | 7 |
| 8.3 | Reporting to the HSE.....                            | 8 |
| 9   | Calling The Emergency Services.....                  | 9 |
| 10  | Policy Review.....                                   | 9 |



## 1 INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. This policy outlines Emerson Valley School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors whilst on the school site. For pupils and staff, this policy also outlines procedures that are in place to ensure this is also the case during off-site school visits. The school has a separate policy for *Meeting the Needs of Pupils with Medical Conditions*. This can be accessed via the school website.

## 2 AIMS

This policy aims to ensure that:

- The Merevalley federation has an appropriate number of adequately trained first aiders available at all times during the school day and during all off-site visits
- There are clear structures and guidelines to all staff regarding all areas of first aid
- Roles and responsibilities are established for staff
- Those with the responsibility for doing first aid have had appropriate training, and that this is reviewed as necessary to ensure that it is up-to-date
- Our school's procedures are in line with the DfE Guidance on First Aid for Schools – a Good Practice Guide

## 3 LEGISLATION AND GUIDANCE

This policy is based on 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



## **4 RESPONSIBILITIES**

### **4.1 The Executive Headteacher & Governing Board**

The Executive Headteacher and Governing Board are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teaching staff, non-teaching staff, pupils and visitors (including contractors).

The Executive Headteacher must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are in place.

The Executive Headteacher should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Executive Headteacher is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on first aid is available for parents on request.

### **4.2 Teachers and other School Staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **4.3 First Aiders**

An up-to-date list of all those staff with current first aid training is displayed in both the staff room and the school medical room and at Merebrook, is also displayed in the hall. Only those with up-to-date first aid training are able to administer first aid in school.

Those members of staff that have up-to-date first aid training are expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called
- Seek out a second opinion from another first aider if they are in any doubt about the treatment they are providing
- Record, in writing using the agreed first aid treatment sheet, all incidents of first aid

### **4.4 First Aid Lead**

It is the responsibility of the First Aid Lead to:

- Look after the first aid equipment and re-stock it periodically
- Ensure that only those with up-to-date first aid training are administering first aid to others
- Ensure that refresher training is organised for first aiders before their training validity expires
- Ensure that there is a clear written system for recording any first aid administered in school



The first aid lead for Emerson Valley School is Denise Lawrence.

The first aid lead for Merebrook is Tracy Hurwood.

## 5 FIRST AID FACILITIES

There is a dedicated medical room for first aid at Emerson Valley School and Merebrook School. This is in a central location and can easily be accessed. The room is only used for this purpose. The room has a medicines cabinet where all first aid supplies are stored. This is also where any medication for individual children is stored.

In addition to this central store of first aid equipment, the school also has a number of first aid bags that can be taken outside during lunch and break times. These are taken outside by teaching and support staff at morning break time and by midday supervisors at lunchtimes.

For off site visits there are also 2 rucksacks stocked with first aid supplies that can be taken.

## 6 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 including
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large 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
- Parents' contact details

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

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 x 20 cm)
- > 2 sterile eye pads, with attachments
- > 12 assorted safety pins



- 1 pair of rustproof blunt-ended scissors

## 7 FIRST AID EQUIPMENT

A typical first aid kit in our school might include the following:

- 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.

First aid kits are stored in the first aid room.

## 8 ACCIDENT AND INJURY REPORTING

### 8.1 Record Keeping and Informing Parents or Carers

Emerson Valley School and Merebrook School will keep a written record of significant first aid treatment given by First Aiders. This will include:

- The date, time and place of the incident
- The name of the injured or ill adult or child
- Details of the injury or illness
- What first aid was given
- What happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

This will be kept centrally in a file in the medical room in the 'Record of First Aid Treatment' log (See Appendix 1). In addition to this the 'Accident / Incident / Illness' report slip (see Appendix 2) may also be filled in at the discretion of the first aider, depending on the severity of the incident and the type of treatment given. The white copy of this will go home with the child, whilst the pink copy will remain in school in the medical room. This informs the parent / carer what has happened, and any treatment given, without the need for a phone call home being made.

Any child that receives first aid in school will receive a sticker to wear on their t-shirt or jumper.

### 8.2 Head Bumps

In the event that a child receives a bump to the head, however severe, a telephone call will always be made to the parent or carer of the child by the person administering the first aid



treatment. If they are unable to make this call themselves, it is their responsibility to ensure that they ask somebody else to do this on their behalf. In the case of a head bump the 'Accident / Incident / Illness' report log will always be completed, and the white copy is then sent home with the child.

### 8.3 Reporting to the HSE

The Federation Manager, or in their absence the first aid lead, 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 Federation Manager, or in their absence the first aid lead, 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>





## 9 CALLING THE EMERGENCY SERVICES

In the case of major accidents, it is the decision of the person dealing with the incident, i.e. the first aider, if the emergency services are to be called. The person making the telephone call should NOT be the person administering first aid. The Senior Leadership Team should be informed that this call has been made.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

Once the emergency services have been called, a member of staff will telephone the parent or carer of the child to let them know.

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office in a purple folder and are organised alphabetically by year group.

## 10 POLICY REVIEW

This policy will be reviewed every year, or sooner should there be any changes to the agreed procedures details within this document.



Appendix 1 - **RECORD OF FIRST AID TREATMENT**

**Record of first aid treatment**

| Person treated | Class | Date | Time | Nature of injury & where it occurred | Treatment/Action | Head bump-slip completed tick | Signed |
|----------------|-------|------|------|--------------------------------------|------------------|-------------------------------|--------|
|                |       |      |      |                                      |                  |                               |        |
|                |       |      |      |                                      |                  |                               |        |
|                |       |      |      |                                      |                  |                               |        |
|                |       |      |      |                                      |                  |                               |        |



Appendix 2 - **ACCIDENT / INCIDENT / ILLNESS REPORT SLIP**

|   |  |  |  |  |
|---|--|--|--|--|
| <b>ACCIDENT/INCIDENT/<br/>ILLNESS REPORT SLIP</b> |  | Pupil's Name                                       |  | Date   |
|   |  |  |  | Time   |
|   |  |  |  | Class  |
| Location and details of accident/incident/illness |  |  |  |  |
| Head Injury                                       |  | Sprains/Twists                                     |  | Parent/Carer Contacted   |
| Asthma  |  | Nosebleed  |  | Unable to contact Parent   |
| Bump/Bruise                                       |  | Stomach Pains/Upset Tummy                          |  | Well enough to remain in school after First Aid  |
| Cut/Graze   |  | Mouth Injury/Tooth Ache/<br>Loose or Missing Tooth |  | <b>IMPORTANT</b><br>Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home. |
| Headache/High Temperature                         |  | TLC Applied  |  |  |
| Vomiting/Nausea                                   |  | Collected from school                              |  | Authorised Signature   |
| Details of Treatment and Additional Comments      |  |  |  |  |