Cranham Church of England (VA) Primary School

Title:	First Aid Policy
Status:	APPROVED
Date:	21.01.26
Approval Level:	Full Governing Body
Source material:	Gloucestershire County Council
Chair of Governing Body:	Ben Nichols
Headteacher:	Mrs Sarah Scott
Responsible Governor:	Sylvia Ardron (H&S governor)
Review Date:	October 2027

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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

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 school has 8 trained first aiders. (Names displayed in all rooms in school)

Paediatric First Aiders are responsible for;

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (accident report form books are found in the school office in the tall filing cabinet).

Basic First Aiders 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 (accident report form books are found in the school office in the tall filing cabinet).
- Keeping their contact details up to date
- Ensuring first aid supplies are sufficient, in date and restocked.

The local authority and governing board

Gloucestershire 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 board.

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

The Headteacher

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

- 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
- 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 –Record-keeping and reporting)

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, using one of the accident report books (provided in the school office) 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
- 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 if not available the School Administrator team will contact parents immediately
- The 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

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
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff 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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

Mental Health First Aid

Mental Health First Aiders are trained to spot the early signs of common mental health issues and provide support to those in emotional distress and signpost them to further support.

In the case that a child needs mental health first aid, the trained member of staff would provide support to the child and then inform the Senior Mental Health Lead (Lucy Ryan) or the SENCo. Both of whom would then make a decision as to whether the child needs to be signposted to an outside agency for professional intervention.

Staff needing First Aid

On the occasion that a member of staff requires first aid, then they will be treated by a member of staff who is trained in first aid.

Where a member of staff is on their own in the classroom, a child will be sent to get help from another member of staff, children will be asked to find a member of staff and tell them the location that help is needed and a member of staff will attend urgently.

On educational visits, there will always be at least one member of staff first aid trained and all staff will carry a mobile phone on them so that they can call for assistance in the event of an emergency.

First aid equipment

First Aid bags must be checked by the Teaching Assistants of each class and must inform the school office of any supplies that are running low. First Aid supplies in the staff room will be checked by the School Administrator, Lucy Ryan at least once a month.

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
- Eyewash pods

No medication is kept in first aid kits (except inhalers). Any medication needed for a child on a school trip will be kept with a dedicated member of staff with the child whom the medication is prescribed for. Medication is kept in a locked cabinet in the school office.

First Aid Kits are stored in each classroom and supplies are available in the office and staff room.

Record-keeping and reporting

First aid and accident record book

- For children who have received a minor injury to the head, a phone call will be made to parent to advise.
- All notable accidents that have received treatment, an accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form is kept in the first aid and accident file in the main school office.
- Records held in the first aid and accident file will be retained by the school for a minimum of 3 years.

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).

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 from the HSE, by following the following link:

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

Notifying parents

The class teacher or teaching assistant 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. **Head bumps will be recorded as per usual procedures and parents will be informed on the same day unless it is a significant injury where the parent will be phoned to collect a child to receive further treatment at hospital.**

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 local authority child protection agencies (MASH team) 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.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff will be required to renew this training when it is no longer valid.

At all times, at least 2 staff members 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. At least one member of staff must have completed the more intensive training of first aid at work.

Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every year.

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

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

List of trained staff

Paediatric First Aid Trained Staff

- Laura Hodges
- Terrie Gardner-Wilce
- Nicky Carlyle
- Sarah Scott
- Jonelle Carr
- Sharon Workman

Basic First Aid Trained Staff

- Lucy Ryan
- Vicky Payton

Mental Health First Aid trained staff

- Lucy Ryan (Senior Mental Health Lead)