

# Severn Bridges Multi-Academy Trust



## First Aid Policy

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| Approval Date: | July 2025                                |
| Approved by:   | Severn Bridges Multi Academy Trust Board |
| Review Date:   | July 2026                                |



## Statement of intent

**Name of school** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Early Years Policy
- Health and Safety Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

## Definitions

**'First aid'** means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

**'First aider'** means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

## Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
  - A suitably stocked first-aid kit.

- An appointed person to take charge of first-aid arrangements.
- Information for all employees giving details of first-aid arrangements.

The school's Health and Safety Officer is the Headteacher

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| Headteacher                            | <p>The headteacher is responsible for the implementation of this policy, including:</p> <ul style="list-style-type: none"> <li>• Ensuring that an appropriate number of trained first aid personnel are present in the school at all time.</li> <li>• Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.</li> <li>• Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.</li> <li>• Ensuring all staff are aware of first aid procedures.</li> <li>• Ensuring appropriate risk assessments are completed and appropriate measures are put in place.</li> <li>• Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.</li> <li>• Ensuring that adequate space is available for catering to the medical needs of pupils.</li> <li>• Reporting specified incidents to the HSE when necessary.</li> </ul> |
| Deputy Headteacher or nominated person | <ul style="list-style-type: none"> <li>• Ensuring training is up to date.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Class teacher                          | <ul style="list-style-type: none"> <li>• Is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Appointed person (s) and first aiders  | <p>First aiders are trained and qualified to carry out the role (see section 8) and are responsible for:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Sending pupils home to recover, where necessary.</li> <li>• Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see appendix 3)</li> <li>• Keeping their contact details up to date.</li> <li>• Our school's first aiders are listed in appendix 2. Their names will also be displayed prominently around the school.</li> </ul>                                                                                                                                                                                                                                                                                                                    |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <ul style="list-style-type: none"> <li>• Completing and renewing training as dictated by the governing board.</li> <li>• Ensuring that they are comfortable and confident in administering first aid.</li> <li>• Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.</li> <li>• Keeping up to date with government guidance relating to first aid in schools.</li> </ul> |
| Severn Bridges MAT and Local Governing Bodies | <p>Severn Bridges MAT has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.</p> <p>The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.</p>                                                                                                                                    |
| School staff                                  | <ul style="list-style-type: none"> <li>• Ensuring they follow first aid procedures</li> <li>• Ensuring they know who the first aiders in school are</li> <li>• Completing accident reports (see appendix 3) for all incidents they attend to where a first aider is not called</li> <li>• Informing the headteacher or their manager of any specific health conditions or first aid needs</li> </ul>                                                                  |

## First aid provision

### First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least **annually**.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Material, equipment and facilities**

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

### **First aid containers**

The school will ensure it has suitably stocked first aid boxes in line with the first aid needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of 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 and medium-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas: [\*\*Schools to list locations in Appendix 4\*\*](#)

### **Information for staff**

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

## **First aiders**

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are listed in Appendix 2.

## **First aid training**

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with their headteacher.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

## **First Aid at Work (FAW)**

At least an 18-hour course (not including breaks), over a minimum period of three days. On completion of training, whether a full FAW course or a FAW requalification course, successful

candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.2 and also be able to administer first aid to a casualty with:

- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;
- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This must be renewed every three years by means of a two-day re-qualification course.

### **Paediatric First Aid**

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years' age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

On completion of training, successful candidates should have satisfactorily demonstrated competence and:

- Understand the role and responsibilities of the paediatric first aider.
- Be able to assess an emergency situation safely.
- **Be able to provide first aid for an infant and a child:**
  - who is unresponsive and breathing normally, including child and infant resuscitation
  - who is unresponsive and not breathing normally
  - who has a foreign body airway obstruction
  - with external bleeding
  - with injuries to bones, joints and muscles.

### **Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:**

- sickle cell crisis
- diabetic emergencies
- asthma attack
- allergic reaction
- meningitis
- febrile convulsions.

- **Understand how to administer first aid to an infant and a child:**
  - who is experiencing the effects of extreme heat and cold
  - who has sustained an electric shock
  - with burns or scalds
  - who has been poisoned
  - who has been bitten or stung
  - with minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
  - with conditions affecting the eyes, ears and nose
  - with head and spinal injuries
  - with anaphylaxis
  - who is suffering from shock.
  
- **Understand how to complete records relating to illnesses, injuries and emergencies.**

This must be renewed every three years by means of a two-day re-qualification course.

Copies of the First Aider's certificates are displayed in reception [schools to add relevant location] or see Appendix 2 for names of all the First Aiders within the school.

## Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings – the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.

- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in [location](#).

## Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being

directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

## Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

## Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in **the school office**.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year. Use of the AED will be promoted to pupils during **PSHE lessons**.

## Categories of Incidents and Procedures

Any pupil complaining of illness or who has been injured is sent to a first aider for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable, medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

### Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Station', which is the School Office **[school to add relevant location]**. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.

### Minor Cuts and Bruises

Method: In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- First aid is recorded.

- The class teacher is informed by the first aider.
- Teacher observation is maintained.

### **Sprains/Bruises**

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate.
- First aid is recorded.
- If in doubt, parent/s are contacted.
- Teacher observation is maintained.

### **Stings/Bites**

- If a case is serious, parents are contacted – no stings should be removed.

### **More Serious Accidents and Injuries**

If considered safe to do so, the injured party is taken to the First Aid area. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

### **Very Serious Injuries**

Parents are kept informed of developing situations. Very serious injuries are considered to be those reportable under RIDDOR.

In the event of a very serious injury, parents/guardians are contacted immediately. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. A senior member of staff should then be informed. If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable, medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

### **Faints and Shocks**

A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:

- lie the casualty down
- raise the legs above the level of the heart
- loosen any tight clothing
- ensure there is fresh air
- keep crowds away
- reassure casualty when they recover
- contact parents – the pupil should go home.

### **Illnesses and allergies**

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

### **Off-site visits or events procedures**

When taking pupils off the school premises for visits or events, 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
- Inhalers or necessary medications (including food) for named individuals.

Risk assessments will be completed by the educational Visit Leader [school to add job title of relevant individual] 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.

### **Management of First Aid Equipment**

It shall be the responsibility of [schools to insert name of appointed person] to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas. Where additional or replacement material or equipment is required, staff should speak to [schools to insert name of appointed person] about ordering more items immediately. The nominated lead will also ensure that all out of date items are discarded and replaced. These will be checked and recorded on a monthly basis with playground boxes checked weekly.

Although the nominated lead is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc., first aiders shall take responsibility for ensuring their first-aid box contents are sufficient.

### **Fixed and Portable First Aid Boxes**

All School first-aid boxes are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located as in Appendix 4.

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain:

- micropore tape
- scissors
- triangular bandage
- wound dressing
- plasters
- instant ice pack
- gloves.

**No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.**

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/refillable containers should not be used for eye irrigation.**

Where medicines have to be held by a manager for safety/security reasons, a separate container must be used. This is in the school office [schools to add relevant location]. A register of contents must be kept up to date. Please see the Administration of Medicines Policy.

**Any person may dispense medicines if they have permission from their line manager to do so.**

### **First Aid Rooms and Treatment Areas**

According to DFE guidance, where first-aid needs to be administered in a room, it should be administered in the school office or the first aid room [schools to add in relevant locations] which will:

(a) be large enough to hold necessary equipment;

- (b) have washable surfaces and adequate heating, ventilation and lighting;
- (c) be kept clean, tidy at all times; accessible and available for use at all times when employees are at work.
- (d) be positioned as near as possible to a point of access for transport to hospital;
- (e) display a notice on the door advising of first aiders' names, locations and telephone numbers
- (f) have a sink (with hot and cold water if possible);
- (g) have drinking water and disposable cups;
- (h) have soap and paper towels;
- (i) have a suitable container (preferably foot operated) lined with disposable waste bags.

The First Aid area has:

- (j) a store for first-aid materials;
- (k) a telephone or other communication equipment; and
- (l) disposable gloves and aprons should be provided near the first-aid box. These will be used to protect the first aider from contact with body fluids.
- (m) a First-Aid Record Book for recording incidents where first aid has been given.

**If needed, First Aid can also be administered in a classroom.**

**At all times the dignity and feelings of the patient must be respected.**

## **Medicines**

### **Administration**

The school will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not.

All staff will be expected to adhere to the provisions and requirements outlined in the school's policies:

- Administering Medication Policy.
- Allergen and Anaphylaxis Policy.

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

### **Storage**

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly

labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

## **First Aid Record Keeping**

The event is subsequently recorded in the Accident Report Book by the appointed First Aider who deals with the incident.

It shall be the responsibility of the Headteacher, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the Health & Safety policy.

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first-aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

All head injuries and treatment are reported on the first aid sheet, kept in the First Aid Room.

The information recorded will include

- Date, time and place of incident;
- Name and, where relevant, job title of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc.;
- Name and signature of the first aider or person dealing with the incident.

### **Staff must be aware of the following:**

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included.

- Parent slips are kept by the accident book in the administrator's office.
- All EYFS first aid incidents will be reported to parents by means of a note.
- Parents will be contacted regarding any head/facial/visual injuries.
- Information about children's allergies are readily accessible to staff and supply teachers on Arbor, in files within classroom medical boxes and in other appropriate locations in school where necessary.

Parents are informed of a head injury via an app or telephone call. This will outline the injury and symptoms to look out for. All children with a head injury are to wear a bumped head sticker in case they remain in school.

The Admin Team will ask parents to collect the child if there are significant concerns.

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **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 the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **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), which:
  - Covers more than 10% of the whole body's total surface area; or

- Causes significant damage to the eyes, respiratory system or other vital organs
- 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). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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.

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident "arises out of" or is "connected with a work activity" if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

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

### **Accidents, Incidents and Near Misses and Accident Reporting**

If there is any uncertainty to what needs reporting staff can contact the Internal Health and Safety Advisor for advice and support 01952 383627. Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the

incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

All accidents/incidents arising out of work activity should be reported on MyView, the Council's employee recording system or on the relevant Accident Reporting/Violent Incident Forms, as soon as possible (within 5 working days) so that action can be taken to prevent a recurrence (incidents include violence). But remember any serious incident needs to be reported to the internal health and safety team immediately.

Also see sections 10 and 11 for recording minor injuries and first aid treatment.

**Reviewing accidents**

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

## **Appendix 1**

### **Body Fluid Spillages**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

#### **References**

This document is to be used in conjunction with:

- Health and Safety policy.

#### **Staff Contact**

- Site Manager to be contacted initially so that he can arrange for someone to clean up. If it is after 12pm, contact the school office.
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.
- In the event of a member of cleaning staff not being available then there are disposable clean up kits available in (Schools to add location).

#### **Initial Clean Up Procedure**

- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a yellow bag
- Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
- The bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has been contaminated by the spill should be wiped, cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available, then a disposable cleaning kit will need to be used.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

#### **Procedure for Blood and Other Body Fluid Spillage**

- Gloves to be worn at all times

- Any soiled wipes, tissues, plasters, dressings etc., must ideally be disposed of in the clinical waste bin (yellow bag). If not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so as to absorb the spill.
- If a disposable spillage kit is available, then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.
- All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

### **Management of Accidental Exposure to Blood**

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

### **Action to Take**

If broken skin encourages bleeding of the wound by applying pressure – do not suck.

- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a member of the Senior Leadership Team.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

## Appendix 2

List of [appointed persons(s) for first aid and/or trained first aiders]

| Staff member's name | Role | Contact details |
|---------------------|------|-----------------|
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### **Appendix 3**

#### **First Aid recording form**

Insert a copy of the form here

## Appendix 4

### Location of Portable First Aid Boxes

[schools to add relevant locations]

- In the corridors as follows:
- Between Holly and Acer
- Between Sycamore, Elm and Beech
- Between Poplar and Oak
- Between Chestnut and Ash.
- in the First Aid room
- In EYFS
- In Nursery
- In Treehouse/Hub and in the toilet there
- In the staffroom

Portable First Aid kits are taken on educational visits and are available from (location).