St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

First Aid Policy

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
Signature of Chair of Governors	
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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

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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

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.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Amanda Woolmer, Matt Vale-Smith and Vicky Gentry. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local governing body

The governing body 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 appointed persons and/or trained first aid personnel 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 (see appendix 2) for all incidents they attend to where a first aider / appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. FIRST AID PROCEDURES

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague 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 School Office Administrator 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

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 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.

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 Main Office
- The Staffroom
- Reception Classroom
- The corridor between Year 1 and Year 3 classrooms
- The corridor between Year 2 and Year 4 classrooms
- The corridor between Year 5 and Year 6 classrooms

6. RECORD-KEEPING AND REPORTING

6.1 First aid and accident record book

- An accident form will be completed by the first aider / relevant member of staff 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
- A copy of the accident report form should be emailed to Daniel Jones at the Diocese of St Edmundsbury and Ipswich Multi-Academy Trust and will also be added to the pupil's educational record by the School Office Administrator.
- 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 Office Administrator 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 Office Administrator 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

6.3 Notifying parents

The School Office Administrator 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 School Office Administrator 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 School Office Administrator will also notify Suffolk MASH (Suffolk Multi-Agency Safeguarding Hub) 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.

8. Monitoring arrangements

This policy will be reviewed every three years.
At every review, the policy will be approved by the Local 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
- Intimate Care Policy
- Safeguarding and Child Protection Policy

APPENDIX 1: LIST OF APPOINTED PERSON(S) FOR FIRST AID AND/OR TRAINED FIRST AIDERS

Staff member's name	Role	Contact details
Amanda Woolmer	Appointed Person	School 01787 379929
Matt Vale-Smith	Appointed Person	School 01787 379929
Vicky Gentry	Appointed Person	School 01787 379929
Jackie Good	Paediatric First Aider	School 01787 379929
Garry Aitken	Paediatric First Aider	School 01787 379929
Deborah Aitken	Paediatric First Aider	School 01787 379929
Mia Wilkinson	Paediatric First Aider	School 01787 379929
Lucy Dalziel	Paediatric First Aider	School 01787 379929
Geraldene Mason	Paediatric First Aider	School 01787 379929
Mia Wilkinson	Paediatric First Aider	School 01787 379929
Melonie Clubb	First Aid in the Workplace	School 01787 379929
Nicola Moores	First Aid in the Workplace	School 01787 379929
Caroline Price	First Aid in the Workplace	School 01787 379929
Katie Edwards	First Aid in the Workplace	School 01787 379929
Jo Sandford	First Aid in the Workplace	School 01787 379929
Jess Brown	First Aid in the Workplace	School 01787 379929

APPENDIX 2: SCHOOLS' INCIDENT REPORT FORM (*IRF001SCH*)

Please fill in all areas

Section 1: The person reporting the Incident (may or may not be the injured person):			
Surname:		**First name:**	
Title *(Ms / Miss / Mr / Dr etc.):*		**Contact details *(address, phone & email):***	
Job title:			

Section 2: The incident details:			
Date of incident:		**Time of incident *(24 hr clock):***	
Was the person working alone at the time of the incident?	**Y/N**	**Address where the incident happened:**	
Description of the incident *(continue on separate sheet if required):*			

If harm to a person has occurred, which part(s) of the body were injured? *(Tick / mark all that apply):*				
	Abdomen	Eye(s)	Other(e.g. internal organ) – please state:	Not applicable (i.e., no bodily harm)
	Ankle	Face	Pelvis	
	Arm	Finger(s) / Thumb	Scalp	
	Back	Foot	Shin / calf	
	Buttocks	Hand	Shoulder	**Please note L or R limb / side of body affected**
	Chest	Head	Thigh	
	Ear(s)	Knee	Toe(s)	
	Emotional harm	Neck	Wrist	

What was the injury? *(Tick / mark all that apply):*				
	Bruise (s)	Electrical shock	Infection	Puncture wound / sharps
	Burn / scald	Emotional shock	Loss of limb or digit	Skin irritation / infection
	Concussion	Fracture / dislocation	Not applicable (no injury)	Strain / sprain
	Crush	Graze / cut	Other (please state):	Stress arising from work practices
	Death	Illness (including seizure)	Pain only	Unconsciousness

What happened?	Assault / abuse (physical)	Failure of medical device / medication error	Hit by moving object / vehicle	Road traffic incident
	Assault / abuse (verbal)	Failure of equipment / property / premises	Inhalation of hazardous substance	Security / theft
	Contact / threat from animal	Fall / slip / trip (pupil)	Injury from sharp / pointed implement (e.g., needle / knife / tool etc.)	Sports / activity injury
	Contact with heat / fire	Fall / slip /trip (employee)	Moving and handling inanimate object	Striking against something stationary
	Electrocution/ shock	Involuntary harm from person with challenging behaviour	Moving and handling person	Taken ill / Collapse
	Exposure to hazardous substance	Hit by falling object	Other (please state):	Threat or fear of attack/harm

Section 3: Who is this report about? *(please ensure you fill in all areas)*			
Surname:		**First name:**	
Category of person:		Employee / pupil / contractor / member of the public / other (please state)	
If employee, line manager's name and contact details:			
Type of school service *(please tick / mark which applies):*		Primary / Secondary / Pupil Referral Unit	
Date of birth and age *(if known):*		**Job title *(if appropriate):***	
Gender:		**If employee: Work contact details *(address, phone & email):***	

Section 4: Outcome of the incident:		
What happended to the injured person after the incident:	Remained at work / school	Went to hospital
	Sent home	Other (please state):
What have been the actions of the school as a result of this incident?		
Was first aid administered? If 'yes' please detail:	Y/N First aider's name / contact:	
If the injured party went to hospital did they remain there?	Y/N Relevant details:	

If an employee, are they absent from work as a result? ***If yes – please note first date absent and ensure notification of their return to H&S Advisor. If over seven days notify Advisor immdiately.***	Y/N Date absent from:
Were there any witnesses to the incident:	Y/N If yes, who? Contact details and brief statement if given:
Date Completed	

Once completed, retain a local copy and email a scanned copy of this form to mat@cofesuffolk.org. This email box is monitored by central MAT staff.

APPENDIX 3: FIRST AID TRAINING LOG

Staff member's name	Role	Renewal Date
Jackie Good	First Aid in the Workplace	June 2024
Garry Aitken	Paediatric First Aider	December 2024
Deborah Aitken	Paediatric First Aider	July 2022
Mia Wilkinson	Paediatric First Aider	October 2023
Geraldene Mason	Paediatric First Aider	December 2024
Mia Wilkinson	Paediatric First Aider	December 2024
Melonie Clubb	First Aid in the Workplace	June 2024
Nicola Moores	First Aid in the Workplace	June 2024
Caroline Price	First Aid in the Workplace	June 2024
Katie Edwards	First Aid in the Workplace	June 2024
Jo Sandford	First Aid in the Workplace	November 2024
Jess Brown	First Aid in the Workplace	June 2024