



# RAVENSTHORPE PRIMARY ACADEMY

Respectful, Proud, Aspirational

## First Aid Policy

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|------------------|---------------|
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# 1. Policy Statement

Ravensthorpe Primary Academy is committed to providing a safe and healthy environment for all pupils, staff, and visitors. We ensure effective first aid provision in line with statutory requirements.

## 2. Aims

- 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

## 3. Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The 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.

## 4. Roles and responsibilities

Schools with an early years provision are required to have at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

At RPA, there are 6 staff who hold a current paediatric first aid (PFA) certificate.

In addition, there are xxx trained first aiders to care for employees in case they are injured at work.

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

The school's appointed First Aider in Charge is **Kate Mackereth**. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 (informing SLT and ensuring all signing out procedures are followed)
- Filling in an accident report on the same day as, 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

## 4.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

## 4.3 The headteacher

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

- Making sure that an appropriate number of First Aiders in Charge and trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

## 4.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the First Aider in Charge and first aiders in school are
- Completing online medical incident log on the school's MIS (Arbor) for all incidents
- Informing the headteacher or their manager of any specific health conditions or first aid needs

# 5. First aid procedures

## 5.1 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, they will inform SLT and the class teacher and ask the office team to contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider dealing with the incident will recommend next steps to them
- If emergency services are called, the First Aider in Charge or First Aider dealing with the incident will contact parents/carers immediately – then ensure SLT are informed.
- Completing online medical incident log on the school's MIS (Arbor) for all incidents
- In the case where an injury has required any changes to working practise, or required significant medical intervention, the first aider will complete an accident report on the same day or as soon as is reasonably practicable after an incident resulting in an injury. Where a member of staff incurs an injury a form is completed within the accident book (Located in PPA room)
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## 5.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
- The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapted to reflect the school's first aid needs assessment and arrangements.
  - 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 antiseptic wipes – at least 10
  - 2 pairs of disposable gloves
  - Information about the specific medical needs of pupils
  - Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will liaise with the coach company to ensure 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 × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- School staff are required to make themselves familiar of the location of this first aid kit.
- Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises. Risk assessments will be shared using EVOLVE and this is signed off by the EVOLVE coordinator and Headteacher.
- 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 (EYFS).
- The procedure in 5.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

## 6. First aid equipment

A typical first aid kit in our school will 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:

- Reception (at the desk)
- The children's kitchen KS1
- Cupboard in KS2 toilet area
- The main school kitchen

These areas are clearly identifiable with a green first aid sign

See section 5.2 for first aid equipment off the school site.

# 7. Record-keeping and reporting

## 7.1 First aid and accident record book – iAM Compliant

- o An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- o As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident book.
- o For accidents involving pupils, a copy of the medical incident will also be added to the pupil's educational record on the MIS.
- o Records held in the first aid and accident book will be retained in line with the data retention period – DOB +25 years.

## 7.2 Reporting to the HSE

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The SBM will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o 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
  - o Any scalping requiring hospital treatment
  - o Any loss of consciousness caused by head injury or asphyxia
  - o 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
- Work-related injuries that lead to an employee being 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 SBM will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - o Carpal tunnel syndrome
  - o Severe cramp of the hand or forearm
  - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - o Hand-arm vibration syndrome
  - o Occupational asthma, e.g. from wood dust
  - o Tendonitis or tenosynovitis of the hand or forearm
  - o Any occupational cancer
  - o Any disease attributed to an occupational exposure to a biological agent
- o 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:

- o Death of a person that arose from, or was in connection with, a work activity\*
- o An injury that arose from, or was in connection with, a work activity\* and where 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:

- o A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- o The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- o 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](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### 7.3 Notifying parents/carers

A designated person will inform parents/carers 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. Parents/carers will also be informed if emergency services are called. The first aider who dealt with the incident will ensure all information on the MIS is detailed and provides sufficient information. They may be required to provide additional information.

### 7.4 Reporting to Ofsted and child protection agencies

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 take the following actions in the event of a serious accident or injury to, or the death of, a pupil while in the school's care:

1. **Notify Peterborough Children's Social Care:**

The headteacher will notify Peterborough Children's Social Care (local authority child protection agency) of any serious accident, injury, or the death of a pupil.

- a. **Telephone (Children's Social Care Referral Team):** 01733 864170 (Mon-Fri, 9am-5pm)
- b. **Emergency Duty Team (out of hours):** 01733 234724
- c. **Email:** [childrensocialcare@peterborough.gov.uk](mailto:childrensocialcare@peterborough.gov.uk)
- d. **Address:** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

2. **Notify the Health and Safety Executive (HSE) under RIDDOR:**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the school must notify the HSE of:

- a. Any fatal or major injuries
- b. Dangerous occurrences (near misses that could have caused serious harm)  
 Notifications must be made without delay.
- c. Reports can be made online via the [HSE RIDDOR reporting website](#).
- d. For more details, see the [HSE RIDDOR advice](#).

## 8. 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. This information is available on the board in the SBM office.
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.
- At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## 9. Monitoring arrangements

- This policy will be monitored by the SBM and HT and reviewed by the Site Manager at least every 2 years.
- At every review, the policy will be approved by the Headteacher and the ACM.
- The first aid provision will be reviewed by the SBM and First Aider in Charge at least annually.

## 10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy

- Administration of Medicine policy
- Policy on supporting pupils with medical conditions