



First Aid Policy

Aims

The aims of our first aid policy are to:

- Ensure the Health and Safety of all staff, children 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

The 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 children.

Roles and Responsibilities

Appointed person and first aiders:

The school's appointed person is Ashlie Rice. She is responsible for:

- Taking charge along with a member of the Senior Leadership Team 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 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 children home to recover where necessary, after consultation with a member of the Senior Leadership Team;
- Filling in an incident slip in the treatment file on the same day, or as soon as is reasonably practicable, after a minor incident (child remains in school) and a verbal conversation is held with the parents/carers at the end of the day. If the incident is a head injury then the school office will always inform the parents/carers during the day and a head injury slip will be handed to the parents/carers at the end of the school day.

The Local Authority and governing board:

- The Local Authority (Cornwall Council) 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 body.
- The governing body delegates operational matters and day to day tasks to the Headteacher and staff members.

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

- Ensuring that an appropriate number of appointed persons and 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 staff 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 the children;
- Reporting specified incidents to the HSE when necessary.

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;

- Informing the Headteacher or member of the Senior Leadership Team of any specific health conditions or first aid needs.
- Informing parents/carers of an injury/handing out slip to parents/carers where necessary.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- Children with minor bumps during lesson time are dealt with in the classroom if possible;
- Children with minor bumps during playtimes are dealt with on the spot if possible (reassurance and comfort). For minor bumps requiring treatment, or grazes requiring cleaning, the child is sent to First Aid;
- For more serious injuries the closest qualified first aider will assess the seriousness of the injury and decide whether the child needs to be treated where they are, placed in the recovery position, or if the child can be escorted by an adult to First Aid for assistance from a qualified first aider;
- For these more serious injuries a message will be sent to a member of the Senior Leadership Team who will attend and help decide whether the child's parents/carers or emergency services need to be called. The Appointed Person will also be notified. If emergency services are called, the First Aider will ensure that parents/carers are contacted immediately;
- For all minor injuries requiring treatment the first aider will complete an incident slip in the treatment file on the same day or as soon as is reasonably practical. For any injury requiring the child to be sent home an incident slip will be completed in the treatment book.

Off-site Procedures

When taking children 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 children and any appropriate medication risk assessments will be completed by the trip leader and authorised by the Headteacher prior to any educational visit that necessitates taking children off school premises;

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits made by children as required by the statutory framework for the Early Years Foundation Stage.

For other year groups there will always be at least one qualified first aider on school trips and visits.

First aid equipment

First aid resources kept in the staff room include:

- First Aid books;
- Regular bandages;
- Triangular bandages;
- Adhesive tape;
- Safety pins;
- Disposable gloves;
- Antiseptic wipes;
- Plasters of assorted sizes;
- Dressings;
- Cold compresses;
- Sterile eye wash solutions.

Portable bag kits are taken on school trips and by teaching assistants/lunchtime supervisors during lunchtime duty. As a minimum these must include:

- Disposable gloves;
- Plasters;
- Antiseptic wipes;
- Dressings;
- Regular bandages;
- Triangular bandages.

Record-keeping and reporting

First aid and accident record book:

- For all minor injuries requiring treatment the first aider will complete an incident slip in the treatment book on the same day or as soon as is reasonably practical and a verbal conversation is held with the parents/carers at the end of the school day. For any injury requiring the child to be sent home or to hospital an incident slip will be completed in the treatment book.
- Treatment books 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.

Report to the Local Authority

All accidents, near miss incidents, dangerous occurrences and occupational diseases will be reported to the Local Authority by the appointed person via Cornwall Council's online reporting system.

Reporting to the HSE

Any reportable injury such as a disease, or dangerous occurrence, as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be reported via AssessNET through the Cornwall Council website, 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.

Notifying parents

A member of staff will inform parents/carers of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The school office 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 school office will also notify Social Services of any serious accident or injury to, or the death of, a child while in the school's care.

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.

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.

Administration of medication

As much as possible, children should be encouraged to apply eczema cream and use inhalers independently whilst supervised by a First Aider.

Staff administering first aid in the medical room should wear gloves and apron as this involves face to face and skin to skin contact.

Links with other policies

The first aid policy is linked to the:

- Health and Safety policy;
- Medical conditions in school policy.

Policy Review Date: July 2026

Date to be Reviewed: September 2027