



Caring, Achieving, Making a Difference Together

# **Templemoor Infant and Nursery School**

## **First Aid Policy**

Date Policy Created	October 2022
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Date of next review	October 2023
Resources and Safety Committee	October 2022
Ratification by Governing Body	November 2022



## **Templemoor Infant and Nursery School First Aid Policy 2022 to 2023**

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### **Aims**

The aims of our First Aid Policy are to:

- Ensure the provision of First Aid to all pupils, staff and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to first aid.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### **Legislation and guidance**

This policy is based on 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.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

### **Roles and responsibilities**

#### **Appointed First Aiders**

The school has a number of appointed First Aiders. First aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill.
- 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring first aid kits contain the relevant materials (see page 4) before taking classes on trips.
- 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 1).

Our school's first aiders are listed in Appendix 2. Their names are also displayed prominently around the school.

The school's appointed **First Aid Lead** is **Mrs Hardman**. They are responsible for:

- Ensuring there is an adequate supply of first aid materials in school.

### **The Local Authority and Governing Board**

Trafford Borough 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 board. The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff team.

### **The Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school, including during Breakfast Club, After School Club and Holiday Club.
- 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 pupils.
- Reporting specified incidents to the Health and Safety Executive (HSE) when necessary (see section 6).

### **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 1) for all incidents they attend to where a first aider is not called.
- Informing the Headteacher or Senior Leaders of any specific health conditions or first aid needs.

### **First aid procedures (On the school premises)**

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 and provide first aid treatment and 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 advise if they believe the parent should seek further medical advice.
- If emergency services are called, a member of the Office Team 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

## **First aid procedures (Off Site)**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed on the Evolve system by the teacher prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits. A Paediatric First Aid trained member of staff will always accompany Early Years trips.

## **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
- Gauze swabs
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits. First aid kits are stored in each classroom.

## **Record-keeping and reporting**

### **Accidents - Pupils**

The following arrangements are in place should a child suffer an accident:

- An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- All parents/carers are informed via the accident form which will be shared with parents/carers at the end of each school day, or as soon as reasonably practicable. Parents/carers will sign the accident form.
- For Breakfast Club pupils, the staff member on duty must inform the class teacher about the accident when handover occurs so that the parent/carer can be informed at the end of the day.
- Accident Slips will be filed in the child's own individual record folder.
- Parents will be notified immediately in the event of a head injury, especially those requiring hospital attention or 'one to one' observation.
- Where a child has been taken directly to hospital from the school site, or injuries to children which 'arise out of or in connection with work' (e.g. are due to defects in the premises or in management controls) this should be reported and recorded on the Accident/Incident report form **HS1**. The form should be sent to the Health and Safety Unit within **three working days** of the accident occurring.

### **Accidents – Staff and Other Adults**

The following arrangements are in place should a member of staff or another adult suffer an accident:

- All staff should report all accidents, incidents and near misses to employees, visitors and contractors working on the premises. Line managers will investigate such incidents and identify and implement means to prevent a recurrence.

- When an accident happens to any employee or other adult, the Headteacher or Health and Safety Lead must complete an Accident/Incident report form **HS1**. A copy must be retained in school and the original sent to the Health and Safety Unit **within three working days** of the accident occurring.
- A record of the accident must also be written in the Staff Accident Book, located in the locked filing cabinet in the Headteachers office.
- The details of any employee who is suffering from a reportable disease must also be reported to the Council's Health and Safety Unit (Details of which diseases are reportable may be obtained from the Health and Safety Unit.)

### **Accident Reporting - HSE**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office **within 10 days** of the incident occurring:

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 7 or more consecutive days.
- Where an accident leads to someone being taken to hospital.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Information on how to make a RIDDOR report is available [here](#).

### **Training**

All school staff are able to undertake first aid training if they would like to. EYFS Teaching Assistants are required to hold a Paediatric First Aid qualification. At least two members of school staff must hold a full First Aid at Work qualification to be the school's Appointed First Aiders.

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 2).

Staff will be informed when their first aid qualification requires renewal and an appropriate first aid course will be arranged for them.

In addition, nominated members of staff will be required to undertake annual training for specific conditions, e.g. anaphylaxis, epilepsy, asthma, in line with the needs of identified pupils.

### **Monitoring arrangements**

This policy will be reviewed by the Full Governing Body and Headteacher every 3 years. At every review, the policy will be approved by the Full Governing Body



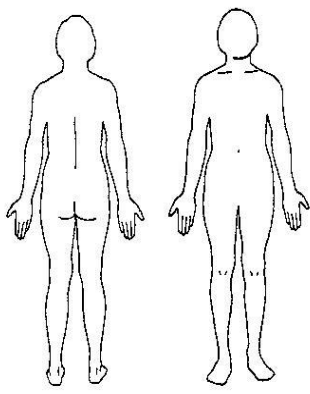
### **Links with other policies**

This first aid policy is linked to the

- Health and Safety Policy

- Risk Assessment Policy
- Policy on supporting pupils with medical conditions

## APPENDIX 1

 <b>Templemoor Infant and Nursery School</b> 											
<b>Accident Report Form</b> This form must be completed at the time of the accident/incident. Parents/Carers must sign to say that they have read the form. The original must be filed by the office. If head injury – office to email this form to parents.											
<b>Name of Child and Class</b>											
<b>Date</b>											
<b>Time</b>											
<b>Supervised by</b>											
<b>Details of Injury</b> (Include area of the body)											
<b>Details of the incident</b> (What happened?)											
<b>Treatment (if any)</b>											
<b>Action Taken</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Returned to the playground/class</td><td></td></tr> <tr><td>Parent/ Carer telephoned</td><td></td></tr> <tr><td>Sent home (indicate time)</td><td></td></tr> <tr><td>Taken for additional treatment (indicate where)</td><td></td></tr> <tr><td>Ambulance called &amp; HSE Form Completed</td><td></td></tr> </table>	Returned to the playground/class		Parent/ Carer telephoned		Sent home (indicate time)		Taken for additional treatment (indicate where)		Ambulance called & HSE Form Completed	
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Parent/ Carer telephoned											
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Taken for additional treatment (indicate where)											
Ambulance called & HSE Form Completed											
<b>Signed Staff/ First Aider</b>	<b>Date</b>										
<b>Signed Parent/Carer</b>	<b>Date</b>										
<b><u>Information on Head Injuries</u></b>  If your child has received a bump to the head at school, you should be aware of the following symptoms that can occur. Please seek medical advice should this be the case.											
<ul style="list-style-type: none"> <li>Headache</li> <li>Drowsiness or difficulty to rouse</li> <li>Nausea and vomiting</li> <li>Visual disturbance, i.e. double vision or blurred vision</li> <li>Giddiness or loss of balance</li> <li>Tremors, fits or paralysis</li> </ul>											

## APPENDIX 2

The school follows the statutory requirements for first aid issued by the Department for Education. 24 staff in school currently hold a current three-year 12 hour paediatric first aid certificate. 16 staff hold an Emergency First Aid at Work certificate.

The first aiders for the school are listed below:

Name	Dates of Qualification	Paediatric	First Aid at Work
Rosalba Amendolara	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Joshua Bates	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Nicola Berry	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Stephanie Box	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Jayne Buchanan	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Madeleine Davies	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Adele Jeng	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Lai Ming Lee	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Sue Merryman	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Louise Morgan	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Jodine Nuttall	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Sandra Stratford	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Marsha Stevens	20 <sup>th</sup> February 2023 to 19 <sup>th</sup> February 2026	✓	✓
Nichola Fagan	7 <sup>th</sup> January 2022 to 7 <sup>th</sup> January 2025	✓	
Joanne Hardman	1 <sup>st</sup> March 2022 to 1 <sup>st</sup> March 2025	✓	
Deborah Hayman	10 <sup>th</sup> May 2022 to 9 <sup>th</sup> May 2025		✓
Anju Agarwal	14 <sup>th</sup> November 2022 to 13 <sup>th</sup> November 2025	✓	
Kim Cook	21 <sup>st</sup> November 2022 to 20 <sup>th</sup> November 2025		✓
Claire Warmisham	26 <sup>th</sup> April 2021 to 25 <sup>th</sup> April 2024	✓	
Suzanne Cundick	26 <sup>th</sup> April 2021 to 25 <sup>th</sup> April 2024	✓	
Bethany Handford	25 <sup>th</sup> May 2021 to 24 <sup>th</sup> May 2024	✓	
Jordan Frost	22 <sup>nd</sup> June 2021 to 20 <sup>th</sup> June 2024	✓	



Anna Leigh	22 <sup>nd</sup> June 2021 to 21 <sup>st</sup> June 2024	✓	
Nicola Rowland	06 <sup>th</sup> July 2021 to 5 <sup>th</sup> July 2024	✓	
Leah McCartney	06 <sup>th</sup> July 2021 to 5 <sup>th</sup> July 2024	✓	✓
Stacey Little	9 <sup>th</sup> August 2021 to 8 <sup>th</sup> August 2024	✓	