



# TMPF

# First Aid Policy

# 2023

**Policy Implimented: Sept. 2023**  
**Review date: Sept 2024**

## Introduction

This policy relates to Manifold C E Academy, Bishop Rawle C. E. Primary School, Dilhorne Endowed C. E. Primary School, Hollinsclough C E Academy, Great Wood Primary School, St. Werburgh's C. E. Primary School and The Valley Primary School. From this point onwards, they will be referred to as the Trust or TMPF.

### **TMPF Values:**

**Trust;**  
**Mindful;**  
**Peace;**  
**Friendship.**

## Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. First Aid procedures
5. First Aid equipment
6. Record-keeping and reporting
7. Training
8. Monitoring arrangements
9. Links with other policies

Appendix 1 – details of staff first aiders

Appendix 2 – accident report form

Appendix 3 – First Aid training log

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, Trustees, trainees, contractors and visitors;
- Ensure that staff and Trustees 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.

### 3. Roles and responsibilities

In all our Early Years Foundation Stage settings, at least one person has a current paediatric first aid certificate. Plus, each school has an 'appointed person' to take charge of first aid arrangements, who is also a trained first aider.

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

Appointed persons 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;

The school's Appointed Person(s) are:

Bishop Rawle C E Primary School	– Jo Hamer
St Werburgh's C E Primary School	– Andrea Eyre
The Valley Primary School	– Christopher Greaves & Lynne Bailey
Great Wood Primary School	– Lynne York
Dilhone Endowed C E Primary School	- Jolie Carnall
Manifold C E Academy	– Sara Lipp
Hollinsclough C E Academy	- Lynda O'Sullivan

The majority of the teaching and learning team are qualified first aiders (paediatric first aid, or emergency first aid). In each school there is also at least one member of staff trained as a paediatric first aider.

The school's paediatric first aiders are:

Bishop Rawle C E Primary School	– Jo Hill, Jo Hamer, Zoe Cadman, Yvonne Evans, Sarah Andrzejewski.
St Werburgh's C E Primary School	– Andrea Eyre, Anna Jewell, Natalie Ainsworth, Bev Mace, Louise Proctor.
The Valley Primary School	– Christopher Greaves, Chris Harvey, Lynne Bailey, Ellie Redmond.
Great Wood Primary School	– Lynne York, Rebecca Roberts, Gina Doig
Dilhone Endowed C E Primary School	- Jolie Carnall, Rebecca Love, Kim Harrison

## Trust Mindful Peace Friendship

Manifold C E Academy	– Kelly Stanesby, Katie Goldstraw, Rebecca Harris, Sara Joyce, Samantha Kent, Sara Lipp, Claire Smith, Jane Sherratt, Patrick Taylor, Helen Virani.
Hollinsclough C E Academy	– Lynda O'Sullivan, Heather Brookes, Emily O'Sullivan

Outdoor First Aid trained staff:

TMPF/Dilhorne Endowed C E Primary School	– Jolie Carnall
TMPF/St. Werburgh's C E Primary School	– Natalie Ainsworth
St. Werburgh's C E Primary School	– Andrea Eyre
The Valley Primary School	– Christopher Greaves

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 (following discussion with the School Leader/ Assistant School Leader);
- 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);
- Keeping their contact details up to date.

Each school's First Aider will have their name displayed prominently around the school.

### 3.2 The Trust board

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to each School Leader and school staff.

### 3.3 The School Leader/Appointed Person

The School Leader or Appointed Person is responsible for the implementation of this policy, including:

- Ensuring that a number of first aid-trained staff are present in the school at all times;
- Ensuring all staff are aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and 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 Local Authority or Elite Safety in Education, who will advise if this information then needs to be referred elsewhere.

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Using their first aid skills (where trained and appropriate) to manage the situation;
- Ensuring they know who the first aiders in school are;
- Completing accident reports (see appendix 1) for all incidents they attend to where a paediatric first aider is not called (in which case they may support the completion of the form);
- Informing the School Leader, Assistant School Leader, or their line manager, of any specific health conditions or first aid needs;
- Ensuring their actions in school are mindful of their own safety at all times, including following the risk assessments.
- Supporting the health and safety of others.

- The safe disposal or removal of any soiled dressings/bandages/towels and used gloves and/ or masks.

## **4. First Aid procedures**

### **4.1 In the event of an accident resulting in injury:**

- The closest member of staff present will assess the seriousness of the injury and where qualified, use their skills to administer first aid;
- Where unqualified, seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment;
- Any qualified first aider managing the situation will decide if appropriate to seek support from a paediatric first aider;
- Trained staff 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 – this will also take into account any known medical conditions and care plans. First aider will provide as much information as possible to the emergency services;
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers;
- If emergency services are called, trained staff involved will instruct a colleague to contact parents/carers immediately;
- The first aider/s dealing with the situation will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury;
- If a notable injury to the head has taken place which has resulted in a swelling/ bruise/ graze/ cut/ dizziness/ nausea/ concussion, or causes concern to the staff member, then parents/carers must be informed as soon as possible OR any injury to a child's head will be assessed by qualified first aid staff and a phone call will be made to parents/carers to advise.

### **4.2 Off-site procedures**

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

- Access to a mobile telephone;
- A portable first aid kit;
- Information about any specific medical needs of pupils present;
- Access to parents'/carers' emergency contact details;
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

### **4.3 Early Years trips and visits**

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;
- Cold compresses;
- Burns dressings.

No medication is kept in first aid kits.

First aid kits are available for every playground, the Foundation Stage classroom, the Trust minibus, the kitchen and are stored in various places around the school site, which will be known to staff.

## 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.
- In the event of an injury to a child, an 'accident note' should be sent home to make parents/carers aware. In the event of a more serious accident requiring external medical support, an accident form (see the rear of this policy) should be completed and returned to either the Local Authority (LA) or Elite Safety in Education (TMPF's Health and Safety partners), as soon as further details are known. The Executive Principal must also be notified.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 1 – if it is thought that the accident has been caused by a dangerous occurrence, it is the responsibility of the staff member who identified this to make safe/keep others away, or if dealing with the injury, to instruct others to do so.
- A copy of the accident report form will also be added to the pupil's educational record by a member of the administration team or (equivalent information) uploaded to the school's Management Information System.
- 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 Leader 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 need to report to the Health and Safety Executive (HSE) will be confirmed to the school by the LA or Elite Safety in Education.

The LA or Elite Safety in Education will arrange the reporting of these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident, or direct school to do so.

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

### **6.3 Notifying parents/carers**

The class teacher (if class teacher is absent, then the colleague managing the situation) 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. This could be through a note sent home, or in some cases, a personal conversation.

### **6.4 Reporting to Ofsted and child protection agencies**

The Executive Principal/School Leader 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 Executive Principal/ School Leader will also notify Staffordshire Safeguarding team of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

Most school staff are trained to deliver first aid (either trained through Paediatric First Aid, or Emergency First Aid). 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 until when this is valid. This information is stored electronically on the internal learning platform and on each school's Single Central Record.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least one 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.

During Forest School sessions, at least one staff member will have a current outdoor first aid certificate which meets the requirements as outlined by ITC (Forest School First Aid). This is updated at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed annually. At every review, the policy will be approved by the Trust Board.

## **9. Links with other policies and procedures**

This first aid policy is linked to:

- TMPF Health and Safety Policy;
- Risk assessments;
- TMPF Medication in Schools;
- TMPF Supporting pupils with medical conditions (including children with health needs who cannot attend school) policy
- TMPF Safeguarding Policy.



## Appendix 1: Accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred:</i></p>			
<b>Action taken</b>			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards:</i></p>			
<b>Follow-up action required</b>			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again:</i></p>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

*Please note, the exact contents and format of the above, may vary slightly from school to school within the Trust.*