

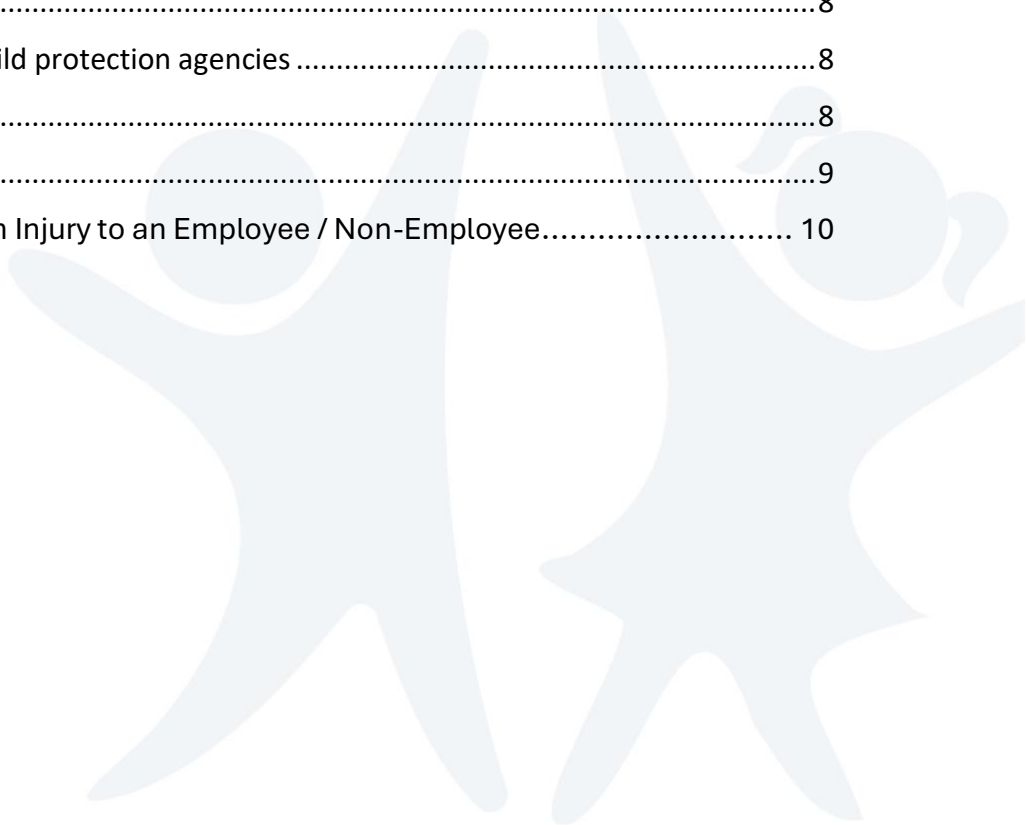
# Administration of First Aid Policy



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## Contents

Policy Statement .....	3
Aims & Principles .....	3
Legislation and guidance.....	3
Roles and responsibilities .....	4
Appointed person(s) and first aiders .....	4
The Directors .....	5
The Headteacher .....	5
Staff.....	5
First aid procedures .....	5
Off-site procedures .....	6
First aid equipment .....	6
First aid kits are stored in:.....	7
Record-keeping and reporting .....	7
First aid and accident record book .....	7
Reporting to the HSE .....	7
Notifying parents .....	8
Reporting to OFSTED and child protection agencies .....	8
Training .....	8
Links with other policies .....	9
Appendix 1 - Report of an Injury to an Employee / Non-Employee.....	10



## Policy Statement

This policy outlines Manor Multi Academy Trust's ('we' / 'our' / 'us') expectations of our employees' ('you') in relation to the administration of first aid

We are committed to equality and value diversity. As such we are committed to fulfilling our Public Sector Equality Duty (Equality Duty) obligations and expect all staff and volunteers to share this commitment.

This policy should also be applied in accordance with the policies listed in the section links to other policies. Copies of all policies and procedures can be accessed by staff via the **All MAT Staff** area on Teams and accessed by parents on our website as relevant.

The Equality Duty requires us to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between people who share protected characteristics, such as age, gender, race and faith, and people who do not share them.

## Aims & Principles

At Manor Primary School, we believe that all children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and Directors 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

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: advice from the Department for Education on [first aid in schools](#), [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.

## Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

All employers must 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.

## Appointed person(s) and first aiders

At Manor Primary School, there are a number of first aid trained members of staff both Paediatric First Aid trained and First Aid at Work trained. 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 (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 1)

- Keeping their contact details up to date

Our school's first aiders are listed in our staff handbook. Their names will also be displayed around the school.

## The Directors

Manor Multi Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the CEO/CEA.

The CEO delegates operational matters and day-to-day tasks to the Headteacher and staff members.

## The Headteacher

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

- Ensuring that an appropriate number of paediatric first aid trained and first aiders at work staff are present in the school at all times
- Ensuring that all 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

## 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 is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## First aid procedures

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 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

There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## 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 a member of SLT prior to any educational visit that necessitates taking pupils off school premises.

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.

## 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:

- Main Reception
- KS1 Children's cloakroom
- UKS2 Children's cloakroom
- Outside the dining hall
- The school kitchen

## Record-keeping and reporting

### First aid and accident record book

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. The form can be found on the staff shared area. 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.

A copy of the accident report form will also be added to the pupil's educational record by a member of SLT.

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 in line with our GDPR policy.

### Reporting to the HSE

The Headteacher 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 Headteacher 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 scalding 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)  
<http://www.hse.gov.uk/riddor/report.htm>

## Notifying parents

The Headteacher 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.

## Reporting to OFSTED and child protection agencies

The Headteacher 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 Headteacher will also notify Wolverhampton Safeguarding Board of any serious accident or injury to, or the death of, a pupil 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 (see appendix 1).

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.



## Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of Medicines Policy
- Asthma policy
- Guidance for Management of children with Diabetes
- Health Care Plans
- Medical Policy



## Appendix 1 - Report of an Injury to an Employee / Non-Employee

Please complete all sections of the form and use a separate form for each injury

<p><b>1. Surname:</b> ..... <b>Forename(s):</b> .....</p> <p><b>Address:</b> .....</p> <p><b>Telephone Number:</b> ..... <b>Age:</b> ..... <b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/></p>
<p><b>2. Date of incident:</b> ..... <b>Time (24-hour clock e.g. 14:2</b> .....</p> <p><b>Precise address and location of incident:</b>.....</p>
<p><b>3. Please give a full account of the incident. Explain what happened and what the injured person was doing. If a fall from height, please state height. If necessary, please provide a sketch on a separate sheet.</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>4. Details of any injuries sustained (e.g. laceration of the 1<sup>st</sup> finger on right-hand, scald to left fo etc...)</b></p> <p>.....</p> <p>.....</p>
<p><b>5. Did the injured person become unconscious?</b> <input type="checkbox"/> <b>Need resuscitation?</b> <input type="checkbox"/></p> <p><b>How would you describe the condition of person at the time of the incident (e.g. rational, shocked, traumatised?)</b></p> <p>.....</p>
<p><b>6. Was the injured party treated at hospital?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, which hospital?</i> ..... <i>Were they detained in hospital over 24 hours?</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>7. To whom was the incident / injury reported?</b></p> <p><b>Name:</b>..... <b>Position:</b> .....</p>
<p><b>8. Names and addresses of witnesses:</b></p> <p><b>Name:</b>..... <b>Name:</b>.....</p> <p><b>Address:</b> ..... <b>Address:</b>.....</p> <p><b>Tel:</b>..... <b>Tel:</b>.....</p>
<p><b>9. Is the injured person:</b> A Member of Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Member of the Public <input type="checkbox"/> Student <input type="checkbox"/></p>

Other <input type="checkbox"/> (Please specify) .....
<b>10. If the person involved in the incident is a member of staff, please complete the following:</b> Job title: (for student's state 'student') ..... School: .....
<b>11. If the person involved in the incident is NOT an employee or student, please complete the following:</b> Job title: ..... Employer details: ..... Reason for visit to the site of the incident: .....
<b>12. In the event of an injury has the injured person's employer / guardian or other appropriate contact been informed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who was notified? ..... By whom..... Date..... Time.....
<b>13. Did the incident happen at the place where the person was authorised to be for their work?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, why was the individual there? ..... Was the person undertaking duties authorised or permitted as part of their work? Yes <input type="checkbox"/> No <input type="checkbox"/> Purpose of the activity: .....
<b>14. Was the incident subject to police investigation? Yes <input type="checkbox"/> No <input type="checkbox"/></b> If yes, which station? ..... Name/rank/number of the Officer dealing.....
<b>15. If the incident was as a result of a hazard, what immediate action has been taken to remove hazard?</b> ..... Time / Date of hazard removal: ..... Removal undertaken by.....
<b>16. Is the accident / injury RIDDOR reportable? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>17. If faulty equipment / damaged property was found at the scene of the incident has this been reported?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who was notified? .....By whom ..... Date and time.....
<b>18. Has a copy of this form been sent to Elite Safety in Education?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who was form sent to? .....
<b>19. Number of days the person involved in the incident is likely to be absent from work, including weekends:</b>

None  7 days or less  8 days or more  Return to work date (Official use only):

20. Signature of person completing this form: Signature..... Da  
.....

Name (BLOCK LETTERS): ..... Position: .....

21. Monitoring: White British  White Irish  White Other  
(specify).....

White / Black Caribbean  White / Black African  White / Asian  Mix

Other.....

Indian  Pakistani  Bangladeshi  Caribbean  African  Chinese  Other .....

Does the person involved in this incident consider themselves in any way disabled? Yes

No

