

Gwladys Street Community Primary and Nursery School



First Aid Policy

Golden Opportunities for Achievement and Learning

| | | |
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| Approved by: | Full Governing Body | Date: September 2024 |
| Last reviewed on: | September 2024 | |
| Next review due by: | September 2025 | |

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Vision Statement

To provide the stepping stones for a successful and fulfilling future with the *Gwladys Street Family*, celebrating generations of success.

Aims

We want our school to be one:

1. Where everyone has access to an engaging, creative and challenging curriculum that promotes a love of learning.
2. Where everyone feels safe, happy and secure in our learning community.
3. Where everyone works in partnership with the wider school community.
4. Where *Golden Opportunities* are provided in an *Inclusive Setting*.
5. Where everyone respects each other and works as a team to achieve our *GOALS*.
6. Where children develop lively, enquiring minds, self-confidence and independence.
7. Which promotes a healthy lifestyle and positive, spiritual and moral values.

1. Aims

The aims of our first aid policy are to:

- 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

2. 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
- [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 pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders (Paediatric First Aid and Epi Pen)

The school's appointed persons are:

- [L Hennessey](#)
- [S Gallie](#)
- [H Timmins](#)
- [K Perry](#)
- K Chambers
- K Cunningham
- M White
- G Holding
- L Balls

- E Beckwith
- G Moxon
- K Gordon
- J Cunningham
- I Price

The Site Manager is responsible for checking all first aid related devices and products including first aid boxes and bum bags.

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 (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
- Filling in an accident report (**Medical Tracker**) on the same day as, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The local authority and governing board

Liverpool Local Authority 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 members.

3.3 The headteacher and School Business Manager

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

- Ensuring that an appropriate number of appointed persons and/or 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 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (**Medical Tracker**) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- All staff are responsible for providing basic first aid to anyone when required
- 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
- 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. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of the SLT (Senior Leadership Team) will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form (Medical Tracker) on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A school mobile phone
- Information about specific medical needs of pupils
- Parents' contact details (Residential Visits Only)
- A portable first aid kit including, at minimum:
 - 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 cleansing wipes
 - 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 make sure 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the **Group Lead** 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 (EYFS).

5. 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:

- Classrooms (bum bags)
- Key Stage 1 Hall
- Key Stage 2 Hall
- Each Key Stage 2 Pod
- House
- SEND and Nurture Base
- Main Office
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident recording (Medical Tracker)

- 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
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- For head injuries, a phone call home is made to the parent/ carer by a Senior Leader or the Class Teacher, giving as much detail of the accident and injury. Parents and Carers will be asked to attend school to check their child or ask for the child to be monitored in school.
- Staff speaking to parents regarding head injuries or serious injuries MUST recommend that they take their child for medical advice and should be asked to keep the school informed. Parents/ Carers should be offered a taxi (paid for by school) to attend the medical facility.
- Students name
- Name of first aider
- Incident time and date
- Location of accident
- Injured area
- Injury and symptoms
- Injury description
- How it happened
- More information
- Treatment administered
- What happened next?
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the **School Business Manager**
- 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 and Local Authority

The **School Business Manager** will report any accident that results in a reportable injury, disease or dangerous occurrence to the Local Authority (through the School Improvement Liverpool link) within 24 hours of the accident occurring <https://forms.liverpool.gov.uk/contour-forms/accident-near-miss/>

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 **School Business Manager** 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. <https://notifications.hse.gov.uk/riddorforms/Injury>

The **Headteacher** will also notify School Improvement Liverpool's Safeguarding Team and LADDO of any serious accidents or injuries to, or the death of, a pupil while in the school's care

School staff: reportable injuries, diseases or dangerous occurrences

These 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) 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
 - 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
 - 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 **School Business Manager** 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:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
 - 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:

- Death of a person that arose from, or was in connection with, a work activity*

- 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:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- 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>

6.3 Notifying parents/carers (early years only)

The **Early Years Lead** 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.

7. 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 3).

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.

8. Monitoring arrangements

This policy will be reviewed by the **Deputy Headteacher every 12 months**.

At every review, the policy will be approved by the **full governing board**

9. Links with other policies

This first aid policy is linked to the:

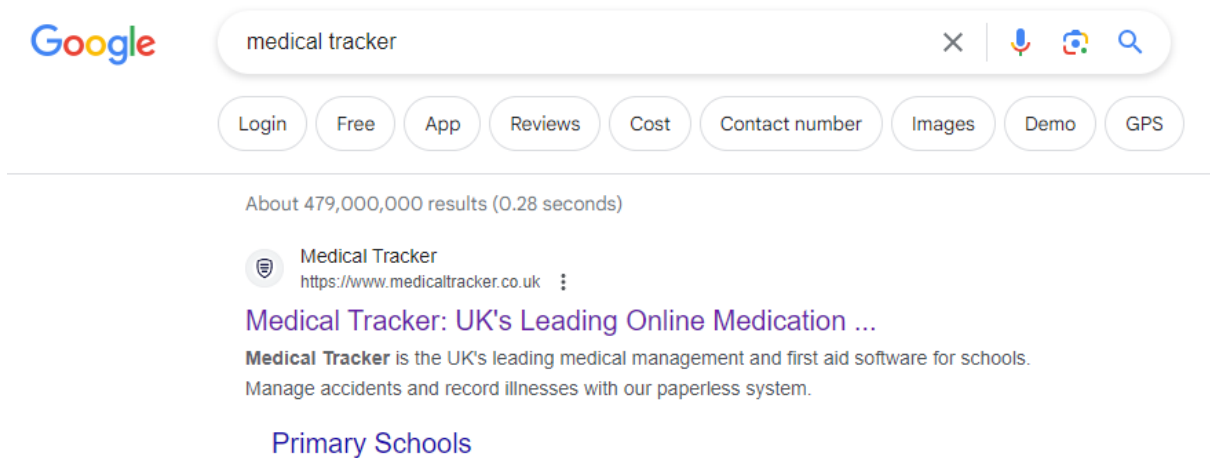
- Health and safety policy
- Educational Visits Policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of

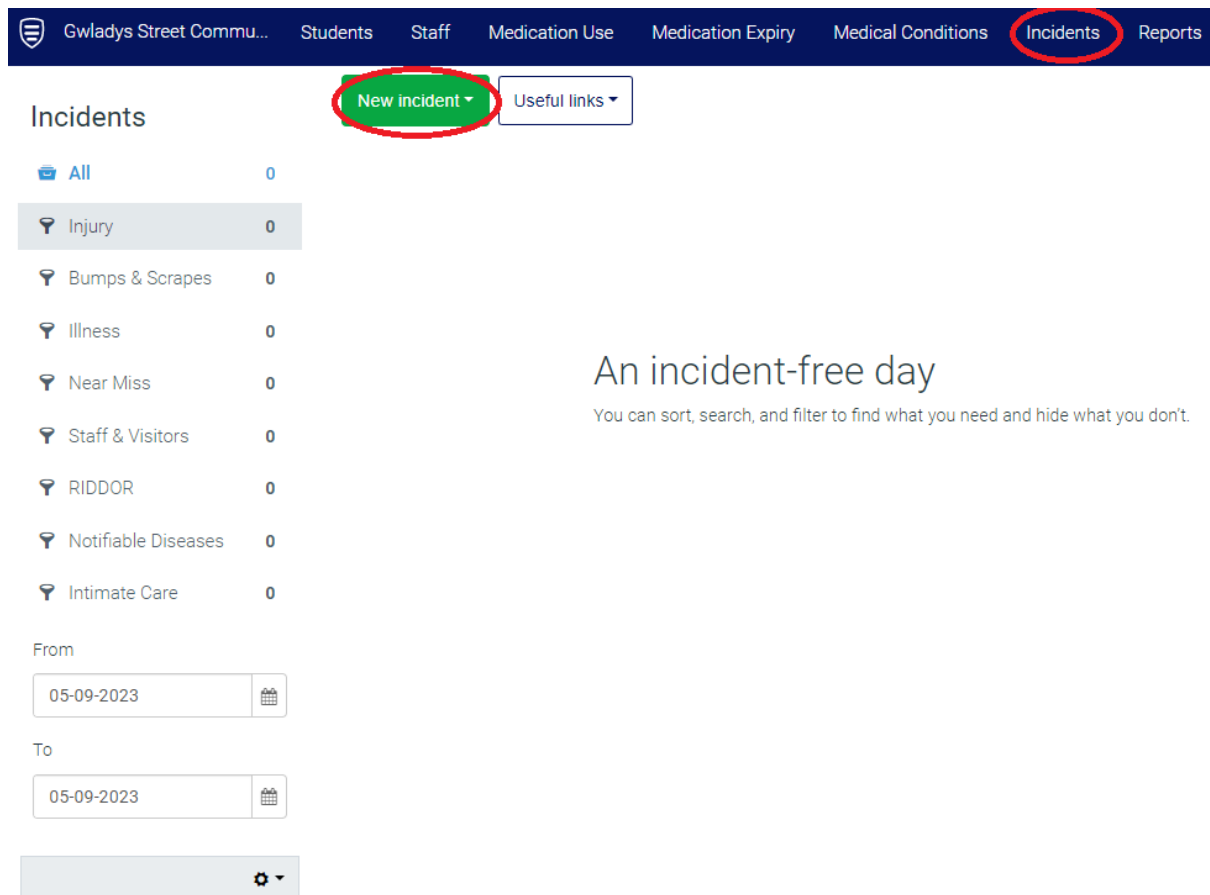
| STAFF MEMBER'S NAME | ROLE | CONTACT DETAILS |
|---|----------------------------|----------------------|
| L Hennessey | EYFS Lead | Ext: |
| S Gallie | EYFS Class Teacher | Ext: |
| H Timmons | Learning Support Assistant | Ext: |
| K Perry | Learning Support Assistant | Ext: |
| K Chambers | Learning Support Assistant | Ext: |
| K Cunningham | Learning Support Assistant | Ext: |
| M White | Learning Support Assistant | Ext: |
| G Holding | Learning Support Assistant | Ext: |
| L Balls | Learning Support Assistant | Ext: |
| E Beckwith | Class Teacher | Ext: |
| G Moxon | School Cook | Ext: |
| K Gordon (Key Stage 2 – First Aid Supply Check) | Learning Support Assistant | Ext: |
| J Cunningham | Learning Support Assistant | Ext: |
| I Price | Site Manager | Ext: 07918 551946 |

Appendix 2: Medical Tracker

Logging Medical Incidents (Blue Slips) using Medical Tracker



1. Go to Medical Tracker at <https://www.medicaltracker.co.uk/>
2. Log in with your email address and password previously set up.



3. Click on 'Incidents' on the top, blue menu bar.

4. Click on 'New Incident' in green.

The screenshot shows the 'Incidents' dashboard. At the top, there is a navigation bar with links for 'Students', 'Staff', 'Medication Use', 'Medication Expiry', 'Medical Conditions', 'Incidents', and 'Reports'. Below this, the 'Incidents' section features a list of incident types with zero counts: All, Injury, Bumps & Scrapes, Illness, Near Miss, Staff & Visitors, RIDDOR, Notifiable Diseases, and Intimate Care. A 'New incident' button is highlighted in green, and its dropdown menu is open, showing options: Injury, Bumps & Scrapes, Illness, Near miss, Staff / Visitor, Notifiable diseases, and Intimate care. The 'Injury' option is circled in red. To the right, there is a message: 'An incident-free day' followed by 'You can sort, search, and filter to find what you need and hide what you don't.' Below the incident list, there are date pickers for 'From' and 'To', both set to '05-09-2023', and a settings gear icon.

5. Select the relevant item from the list.

The screenshot shows the 'Injury' incident form. The form is titled 'Injury' and has a close button (X) in the top right corner. It contains several fields and sections: 'Student*' (Name of pupil), 'Name of first aider*' (Laura Jackson), 'Incident date & time*' (Sep 5, 2023 11:42 AM), 'Location of incident*' (KS2 Small Yard), 'Injured area*' (Left Knee), 'Injury / Symptoms*' (Cut/Graze), 'Injury description' (Please provide as much information as possible), 'How it happened?*' (Accidental Occurrence), 'More information' (Tripped over shoelace), 'Referred by (staff member)', 'Treatment administered*' (Cleaned with an antiseptic v), 'What happened next?*' (Student stayed at school), 'notes', 'Confidential?' (checkbox), 'Request accident/incident investigation?' (checkbox), 'RIDDOR reportable?' (checkbox), and a link 'If uncertain, please read HSE guidance'. At the bottom, there are 'Save' and 'Cancel' buttons.

- Complete the relevant fields.
- Click 'Save' which is at the bottom in green.

Now that the incident has been logged, we will need to send a notification to the parent/carer.

The screenshot shows the 'Injury' record page. At the top, there is a navigation bar with 'Gwladys Street Commu...' and tabs for 'Students', 'Staff', 'Medication Use', 'Medication Expiry', 'Medical Conditions', 'Incidents', and 'Reports'. Below the navigation bar, there are buttons for 'Edit', 'Send notification', 'Create PDF', and 'More options'. The 'Send notification' button is circled in red. The main content area shows the 'Injury' details for 'First aider: Laura Jackson'. There is a placeholder for a photo and fields for 'Date of birth:', 'Class/Year: Y3', 'Gender: Male', and 'Address:'. Below this, there are sections for 'Date & Time' (05/09/2023 11:42 am) and 'Location' (KS2 Small Yard). The 'Details' section includes a table with the following information:

| | |
|-------------------------|---------------------------------|
| Injured area | Left Knee |
| Injury / Symptoms | Cut/Graze |
| How it happened | Accidental Occurrence |
| How it happened details | Tripped over shoelace. |
| What happened next | Student stayed at school |
| Treatment administered | Cleaned with an antiseptic wipe |

- Click 'Send Notification'

The screenshot shows the 'Notifications' page. At the top, there is a navigation bar with 'Gwladys Street Commu...' and tabs for 'Students', 'Staff', 'Medication Use', 'Medication Expiry', 'Medical Conditions', 'Incidents', and 'Reports'. Below the navigation bar, there are buttons for 'Parents/carers notifications' and 'Internal notifications'. The 'Parents/carers notifications' button is circled in red, and its dropdown menu is open, showing options: 'Email message', 'Phone call', 'Generate letter', and 'In-person'. The 'Email message' option is circled in red. The main content area shows the 'Gwladys Street Community Primary & Nursery School' contact information and a notification template. The notification template includes the following text:

05/09/2023

Dear Parent/ Carer of ,

Please click this link to acknowledge you have received this email: ACKNOWLEDGEMENT LINK

We wanted to let you know that has had a minor accident in school today. Please find details of the injury below.

Injured area: Left Knee
 Injury type: Cut/Graze
 Treatment administered: Cleaned with an antiseptic wipe

We have assessed and we feel that he/she is fine to stay in school.

Yours sincerely,

Gwladys Street C.P. & N School

9. Double check the information within the email but please do not amend anything at this point.
10. Click 'Parent/Carers notifications'.
11. Click 'Email message'.

Notification [X]

Email Notification

Subject
Medical Tracker: Injury notification from your child's school

To

| Email address | Contact name | Relationship | Contact level |
|--|--------------|--------------|---------------|
| <input checked="" type="checkbox"/> parent@email address@outlook.com | Mum's name | Mother | 1 |
| | Dad's name | Father | 2 |

If no emails have been registered, You can enter an email address manually.

Parent Email Address
[Text Input Field]

Done Cancel

12. Select the primary email address by ticking the small box.
13. Click 'Done'.