



Harrietsham Church of England Primary School

First Aid Policy

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| Policy lead: | Jon Gambell |
| Responsibility: | Deputy Headteacher and Lead First Aider |
| Date approved by Governing Body: | October 2024 |
| Governor signature: | Jo Greasley |
| Review date: | October 2025 |

School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Harrietsham Church of England Primary School

First Aid Policy

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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

The school's appointed persons are Jon Gambell (Deputy Headteacher) and Jackie Frost.

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 for more serious medical emergencies. In the event that this is necessary, an ambulance will be called before parents are called to avoid delay.

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 on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2).
- Keeping their contact details up to date.

Our school's appointed persons and current first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site (in the office and staff room).

3.2 The local authority and governing board

Kent County 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 members.

3.3 The Headteacher

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 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 appointed persons in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed persons 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:

- 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. If it is obviously a serious injury, an ambulance will be called before parents to avoid delay, unless the calls can be made simultaneously. The first aider 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, the first aider or appointed person will contact parents/carers immediately.
- The first aider will ensure full and timely communication with the child's parents or carers to enable them to inform medical professionals.
- The first aider/relevant member of staff 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 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 (unless permission has been given by the Headteacher to take a personal mobile phone instead).
- 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 adhesive dressings (not less than 15cm × 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 relevant person (class teacher) and reviewed by the Headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits. If there is a school trip or visit involving Early Years, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate, 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:

- The school office
- Reception (at the desk)
- The school hall
- The school kitchens
- School vehicles

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.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.
- 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 Headteacher 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 Headteacher 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.

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 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
- 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 Headteacher will 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](#)

6.3 Notifying parents/carers (early years only)

The first aider 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 and lead First Aider every year.

At every review, the policy will be approved by the Headteacher.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Administering medicines policy

Appendix 1: list of appointed persons for first aid and trained first aiders

| STAFF MEMBER'S NAME | ROLE | TRAINING DATE | CONTACT DETAILS |
|---------------------|---|---------------|-----------------|
| Jon Gambell | Joint lead First Aider (paediatric first aid certificate) | | |
| Jackie Frost | Joint lead First Aider (paediatric first aid certificate) | | |
| Jo Griffin | Emergency First Aid at Work | | |
| Toni Finch | First Aid at work | | |
| Sarah Nichols | First Aid at work | | |
| Rebecca Kent | First Aid at work | | |
| Kelly Manser | First Aid at work | | |
| Jo Humphrey | First Aid at work | | |
| Holly Jackson | First Aid at work | | |
| Mikeane Tipple | First Aid at work | | |
| Tracy Keggans | First Aid at work | | |
| Karen Cheel | First Aid at work | | |
| Jo Bradley | Forest School. Paediatric First Aid | | |
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Appendix 2: First Aid Risk Assessment

| FIRST AID GENERAL RISK ASSESSMENT FORM | | | Harrietsham CEP School |
|---|---|--|--|
| PART A. ASSESSMENT DETAILS: | | | |
| Area/task/activity: First Aid Risk Assessment | | | |
| Location of activity: Harrietsham CEP School | | | |
| Team/School name: | Harrietsham CEP School | Name of Person(s) undertaking Assessment: | Jackie Chambers |
| Address & Contact details: | West Street | Signature(s): | J. Chambers |
| | Harrietsham | | |
| | Maidstone. ME17 1JZ | | |
| Line manager/ Headteacher (Name & Title): | Jackie Chambers Headteacher | Date of Assessment: | October 2024 |
| Signature: | J. Chambers | Step 5 Planned Review Date: (Minimum 24 months) | October 2025 |
| How communicated to staff: | By e-mail, through First Aid Policy | Date communicated to staff: | October 2024 |
| PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES: | | | |
| Step 1 Identify significant hazards | Step 2 Identify who might be harmed and how | | Step 3 identify precautionary measures already in place |
| List of significant hazards (something with the potential to cause harm) | Who might be harmed? | Type of harm | Existing controls (Actions already taken to control the risk) |

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| Inadequate Emergency Response | Employees, Agency or Casual Staff Visitors, Contractors, Pupils | Serious injury | <ul style="list-style-type: none"> School is situated in a rural setting, approximately 18 minutes from Maidstone Hospital (A and E). South East Coast Ambulance service aim to respond to category 1 emergencies with a mean average time of seven minutes and at least 9 out of 10 times before 15 minutes. Calls to emergency services to be made asap (ideally by staff member with the casualty) and staff with casualty to remain on phone to call handlers, taking advice throughout. Staff mobile phones to be used in emergency situations so that contact with medical professionals can be maintained at all times. Office staff to contact parents after ambulance has been called – office staff to remain in contact with parents for reassurance. School is well sign-posted. Staff to be made available to greet emergency vehicles upon arrival to the school and take to casualty. School has two defibrillators on site. |
| Inadequate provision of first aid | Employees, Pupils, Agency or Casual Staff Visitors, Contractors | Serious injury | <ul style="list-style-type: none"> The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 0730-1800 hours. First Aid lists displayed in office and staff room. Regular specialist training is given for administration of Auto-Adrenaline Injector for Anaphylaxis. Up to date lists displayed in office and staff room. Regular specialist training is given for diabetes. Up to date lists displayed in office and staff room. Staff receive specific up-to-date training for pupils with relevant medical needs in their year group. The school has trained paediatric first aiders. Managers are responsible for ensuring staff working outside of the school day 0730 - 1800 have adequate provision. Managers are responsible for assessing whether the current arrangements within the school are adequate and, if not, action is taken fill any gaps in local arrangements e.g. arrange specialist first aider training. |
| Inadequate first aid treatment | Employees, Pupils, Agency or Casual Staff Visitors, Contractors | Serious injury | <ul style="list-style-type: none"> All first aiders included on the list for the school have successfully completed a 2-day re-qualification course (or three days for newly trained First Aiders) to ensure certificates and knowledge are kept up-to-date. First aiders will call upon other trained professionals for a second opinion if required. If in doubt of a serious injury, staff will call for an ambulance in the first instance to seek medical advice. If an ambulance is not deemed appropriate but staff are unsure whether a child needs to see a doctor, staff will call parents to come into school to check on the child. |
| Unaware of how to summon first aid provision or an ambulance | Employees, Agency or Casual Staff Visitors, Contractors | Serious injury | <ul style="list-style-type: none"> Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information is provided to contractors and visitors for whom managers are responsible. Managers are responsible for a list of first aiders to be prominently displayed in each work area – Office and staff room. Employees' Responsibilities: <ul style="list-style-type: none"> In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance as soon as possible. After calling an ambulance, a call to parents can be made. Make the area surrounding the casualty as safe as possible. Locate the nearest qualified first aider (from hard copy lists on notice boards). Give the location and symptoms, if known, to the first aider. Keep the casualty warm, comfortable and above all as still as possible. On arrival, the first aider will take control and issue instructions accordingly. Keep other children calm and ask another staff member to clear the space if possible. |

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| | | | <ul style="list-style-type: none"> • Ambulance Procedure: <ul style="list-style-type: none"> ○ Dial 999 and ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main school entrance. ○ Mobile phones are preferred phone of choice in this instance so that staff with the casualty can remain on the phone to the ambulance service until the ambulance arrives. ○ Ensure office staff are aware that an ambulance has been called and of the location of the casualty, advising them that an ambulance has been called to an incident in the school. ○ Arrange for someone to meet the ambulance at the main vehicle gate and escort the ambulance crew to the location of the incident. • Child specific protocols are in place for Anaphylaxis. Copies of this protocol are kept with child's medication in classroom. Should an ambulance need to be called in this instance, very specific information on the protocol is to hand. |
| Insufficient first aid supplies | Employees, Agency or Casual Staff Visitors, Contractors | Serious injury | <ul style="list-style-type: none"> • Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. • The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&S website provides advice and guidance on this subject. • First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within their own kits and for requesting any replenishment via their line manager or local ordering procedure. • Class teachers are responsible for keeping check on children's specific medication in their cupboards. • First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves & resuscitator, to reduce the risk of transfer of contaminated bodily fluids. • In addition, first aid supplies are available at controlled points within the school establishment e.g. Office, Medical Room. |
| Trips, falls & Bumps to the head | Pupils | Minor Injury | <ul style="list-style-type: none"> • All injured children to see a First Aider. • Children to receive First Aid treatment & Cold Compress as required. • ALL children who experience a bump to the head (anywhere on the head area), to receive a 'bumped head' wrist band and parents to be emailed. • Any bumps to heads are recorded on the school first aid form. • Minor accidents are also recorded on the school first aid form. • If in doubt, check injuries with Headteacher or Deputy in her absence. • Parents/Carers inform school of any medical conditions for every child upon child's entrance to school. • Parents/Carers inform school of up-to-date emergency contact details. • Injured children are not left unsupervised. |

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Harrietsham CEP School.

Signed: J.Chambers

Name: Jackie Chambers