



Knaphill Junior School

FIRST AID POLICY

Federation of Knaphill Schools	
Policy: First Aid Policy	
Policy originator: D Harrison	Review Period: Three years Last Reviewed: November 2023
Status: Statutory	Review Date: November 2026

Knaphill Junior School

First Aid Policy 2023

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This policy should be read in conjunction with
Administration of Medication Policy/Supporting pupils with medical needs Policy
Infection Control Policy

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 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

3.1 Appointed person(s) and first aiders

The school's appointed first aiders 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
- Record in an accident report on Arbor the same day, or as soon as is reasonably practicable, after an incident and a call is made home.
- 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.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegate's 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 person 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 in school are

- 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. 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 school office will contact parents immediately
- An accident report form will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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, with personal medication bags taken.
- Parents' contact details

Risk assessments will be completed by the teachers prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for Reception, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Clubs and after school care

The same procedures apply to teacher run clubs and clubs provided by outside agencies. Accident forms should still be given to the office at the end of the day and if an outside agency reports an accident or injury to OSHEN or other agency, school should be informed.

Appendix 2: Accident / Injury Report Form for visits & external clubs.

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

- Scissors
- Cold compresses
- Burns dressings

Medication is only kept in first aid kits for school trips.

First aid kits are stored in:

- The office
- Year 3 block

6. Record-keeping and reporting

Surrey County Council School Incident Reporting Flowchart

<https://surreyeducationsservices.surreycc.gov.uk/Pages/Download/c93afe01-2fcb-49d6-b273-15e0f480ff84/PageSectionDocuments>

6.1 First aid and accident recording

- 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
- 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years for staff and until a pupils 18th birthday, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Administration of Medicine

- Any administration of medicine records will be completed on Arbor by the person administering medicine at the time or as soon as possible after. Before administering any medicine school office contact parent or guardian to ask for permission unless consent obtained beforehand.

6.3 Notifying parents

- If an accident or injury has occurred which means the child needs professional medical attention, or collecting from school, the parents will be called and Arbor is updated.
- In the case of a head injury, a phone call is made to the parents to make them aware and advice is given to monitor the child and the incident is recorded on Arbor.
- For other accidents or first aid treatment, parents will be informed at the end of the day, or as soon as reasonably practicable, and they will sign the accident form.

6.4 Reporting to OSHEN's

A member of the office team would report one or more of the following to OSHEN's

- Accidents that cause injury, ill health or damage to anyone in school, except very minor injuries such as grazes which should be recorded locally.
- Specified 'dangerous occurrences' and near miss incidents that could have resulted in a significant injury.
- Incidents of severe abuse, threats to staff and physical assault.

Accident, injury or near miss Moderate - significant first aid, HSE major injury/dangerous occurrence. Record and report on OSHENS <https://surreycc.oshens.com> Initiate remedial action and review report within 7 days.

Verbal abuse, threat or violent incident** Record and report on OSHENS <https://surreycc.oshens.com>. Initiate remedial action and review report within 7 days.

If considering a referral to HSE, ensure you have notified OSHENS and you could contact Chris Redfern Chris.Redfern@surreycc.gov.uk for advice.

6.5 Reporting to the HSE

The medical administrator 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 medical administrator 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 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. 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>

6.6 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 Surrey Children Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training where deemed necessary.

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.

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.

8. Monitoring arrangements

This policy will be reviewed by the medical administrator every 3 years.

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

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Administering of medicines policy
- Infection control policy

Appendix 1: Trained First Aiders 2023-2024

Name	Location	Course	Expiry Date
Lucy Chilufya Milena Wotherspoon	Front Office	Paediatric (Blended Learning) Course incl. Auto Injector Training (12hr) Epilepsy – Buccal Midazolam (03/11/2022)	06/01/2025 06/10/2025

Appendix 2: Accident / Injury Report Form

Name of injured person:		Class:	
Date and time of incident:		Place of incident:	
Details of the injury / illness:			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken and treatment given:			
<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>			
What happened immediately afterwards (please tick):			
<i>Treated & returned to class</i>	<input type="checkbox"/>		
<i>Parents informed</i>	<input type="checkbox"/>		
<i>Sent home</i>	<input type="checkbox"/>		
<i>Recommended hospital visit</i>	<input type="checkbox"/>		
Name of person attending the incident:			
Signature:		Date:	
Parent reviewing form on pick up:			
Signature:		Date:	

