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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

First Aid Procedures

Aims

The aims of our first aid procedures 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

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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

First Aid Needs Assessment

The school carries out a first aid needs assessment to determine the appropriate level of first aid provision required. This assessment considers:

- The size of our school and layout
- Our location and proximity to emergency services
- Any specific hazards or risks on site (identified through our risk assessments)
- The specific needs or disabilities of our pupils and staff
- The age range of our pupils (including EYFS requirements)
- The number of first aid personnel required to ensure coverage at all times

The needs assessment is reviewed at least annually by the Headteacher, and particularly after any changes in circumstances such as:

- New premises or significant changes to the school layout
- Staff changes that affect first aid coverage
- Changes to pupil numbers or needs
- Incidents that highlight gaps in provision



The needs assessment informs decisions about:

- The number and location of first aid kits
- The number of trained first aiders required
- The level of training needed (e.g., paediatric first aid, emergency first aid)
- Any additional equipment or facilities needed

Roles and responsibilities

Appointed person(s) and first aiders

The school has multiple trained paediatric first aiders. 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 on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's paediatric first aiders are listed in the First Aid Procedures. Their names will also be displayed prominently around the school.

The local authority and governing board

North Yorkshire 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.

The Headteacher

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

- Ensuring that an appropriate number of 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 staff 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 via B-Safe when necessary (see section 6)

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 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

Role of the Governing Body

- Monitor and review the First Aid Policy annually
- Have a strategic overview of the First Aid Policy
- Receive termly information in the HT report regarding any accident and first aid situations which has occurred in school

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 Headteacher or if not available the School Administrator team will contact parents immediately
- The 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

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
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit and have it approved by the EVC Lead.

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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

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 throughout the school.

Consent for First Aid

Gaining Consent

Staff will aim to gain consent before giving first aid to pupils and staff members. Consent can be given:

- Verbally in the moment that first aid is required
- Non-verbally (implied consent) – for example, by nodding or holding out an injury for treatment

When consent cannot be obtained

In emergency situations where there is no time to gain consent, or where the person is unconscious or unable to communicate, consent can be implied. We assume that if the person were conscious and able to make a decision, they would consent to the assistance needed to preserve their health and safety.

Consent in advance

While there is no requirement to obtain consent in advance, we may ask parents/carers for consent to administer first aid when pupils join the school as part of our admission process.

If consent is refused

If a parent/carer or staff member refuses consent for first aid, we will:

- Meet with them to discuss their reasons and concerns
- Explain our duty of care obligations
- Agree what action will be taken in an emergency

- Record the discussion and any agreed arrangements
- For pupils with complex medical needs, ensure this is reflected in their individual healthcare plan

In an emergency where consent has been refused but a person's life or health is at immediate risk, staff will prioritise the person's safety and wellbeing while respecting their wishes as far as possible. Emergency services will be called immediately in such situations.

Record-keeping and reporting

Accident recording

All accidents and injuries must be recorded

- First aid treatment records via Medical tracker

For each accident, we record:

- Full name and date of birth of the injured person
- Date, time and location of the accident
- Details of the injury and how it occurred
- What first aid treatment was given
- What happened immediately after (e.g., pupil returned to class, went home, went to hospital)
- Name and signature of the person who dealt with the incident

Retention of records

- Accident records are retained for a minimum of 3 years from the date of the accident (statutory minimum)
- For accidents involving pupils, we retain records until the pupil turns 21 years old (to protect against potential personal injury claims)
- We have checked our insurance policy requirements regarding record retention
- A Data Protection Impact Assessment (DPIA) has been completed to ensure compliance with UK GDPR

First aid records

In addition to accident records, we keep records of first aid treatment given. These records include:

- Date, time and place of the incident
- Name of the person affected
- Details of the injury or illness, and what first aid was given
- What happened after the incident (e.g., returned to class, sent home, taken to hospital)
- Name and signature of the first aider

Notifying parents

- For minor injuries, parents are notified via medical tracker if required
- For more serious injuries or if a child needs to go home, parents are contacted by telephone immediately
- For EYFS children, parents are notified on the same day of any accident or first aid treatment, or as soon as reasonably practicable

Recording serious incidents and 'near misses' involving allergies

In addition to our standard accident recording, we also record serious incidents and 'near misses' involving allergies. This includes any event where:

- A pupil or staff member with an allergy is harmed or placed at immediate and significant risk
- Emergency medication is required
- Urgent clinical intervention or emergency services attendance is needed
- An error or system failure could reasonably have led to a serious incident

For allergy-related incidents, we record:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded
- How the incident concluded

Reporting allergy incidents

We share incident reports with:

- The pupil's parents/carers (or the individual if over 16 and they consent)
- Our school's allergy safety lead Katie Smith - Headteacher, who reviews the incident and considers:

- Lessons learned
- Whether changes are needed to policies or individual healthcare plans
- Whether the incident needs reporting to external agencies

We report allergy incidents to external agencies when:

- The incident resulted directly from the way our school undertook a work activity and resulted in death or immediate hospitalisation (reported to HSE via RIDDOR)
- Our school acts as a food business and there is an allergen-related food safety incident (reported to the local authority food safety team)
- The incident relates to delivery of a care plan issued by a healthcare professional (the relevant healthcare professional is notified)

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 the 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>

Notifying parents

Notifications of first aid given will be sent by medical tracker if required.

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 local authority child protection agencies (MASH team) 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 (refer to the First Aid Procedure).

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

Early Years Foundation Stage (EYFS) Requirements

For our EYFS setting (Nursery and Reception), we ensure:

Staffing

- At least 1 person (and usually far more) with a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present
- At least 1 person with a current PFA certificate accompanies children on outings
- PFA certificates are from courses that cover training for young children and babies
- Certificates are renewed every 3 years

Current EYFS paediatric first aiders: All EYFS staff are paediatric first aid trained.

Recording and reporting:

- We keep a written record of accidents, injuries and first aid treatment
- We inform parents/carers of any accidents or injuries and any first aid treatment on the same day (where possible), or as soon as reasonably practicable
- We have a first aid box appropriately stocked for use with children, which is always accessible

Display of information:

- We display a list of staff who have a current PFA certificate. This is displayed in various places around the school.

Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety link governor every 2 years.

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

Links with other policies

This first aid policy is linked to the

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