



VICTORIA PARK JUNIOR 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 advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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
- [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 persons are any of the headteacher, deputy headteacher, all office staff and learning mentor.

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
- Completing a first aid slip if the injured person is a child and a copy of this is given to the child and this is usually stapled in their diary
- After consulting with an appointed person, sending pupils home to recover, where necessary
- Where necessary, filling in a serious accident report on the same day, or as soon as is reasonably practicable, after an incident resulting in an injury which requires further medical treatment including calling the emergency services or the person attending hospital, etc.

Our school's first aiders are displayed on the First Aid board in the office corridor.

3.2 The local authority and governing board

Trafford 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 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 Deputy Headteacher of any specific health conditions or first aid needs
- Completing accident reports for all incidents they attend to where a first aider is not called

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 complete a first aid slip if the injured person is a pupil and a copy of this given to the pupil, usually stapled in their diary
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider along with an appointed person judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child
- If emergency services are called, one of the appointed persons will contact parents/carers immediately
- The first aider will complete a serious accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury which requires further medical treatment including calling the emergency services or the person attending hospital, etc. This is sent by one of the appointed persons to Trafford Council via the online HS1 form.
- 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details if the school office is closed during any part of the trip/visit or on school residential trips

Risk assessments will be completed by the person in charge of the trip 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.

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

No medication is kept in first aid kits.

First aid kits are stored in:

- Upper wing
- Lower wing
- Junior Hub
- 2x trip first aid kits in the photocopying room
- Grab bag in the school office

6. Record-keeping and reporting

6.1 First aid and accident record book

- A serious 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 which requires further medical treatment including calling the emergency services or the person attending hospital, etc. This is sent by one of the appointed persons to Trafford Council Health & Safety team via the online HS1 form.
- 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.
- 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 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 or a delegated member of staff will report these to the Health and Safety Executive, in conjunction with Trafford Council Health & Safety team as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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)
 - 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
- 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)
- 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)

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.

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

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.

8. Monitoring arrangements

This policy will be reviewed by the headteacher every 3 years.

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

9. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- Risk Assessments
- Medical Conditions & Medicines Policy

FIRST AID EMERGENCY PROTOCOL

- In an emergency, when an ambulance is required, the closest member of staff stays with the person (first aid trained or not);
- Another member of staff notifies the office, Head, Deputy (or SLT if Head & Deputy are offsite) and a first aider (if a first aider is not already on the scene);
- If the Headteacher & Deputy are in meetings, teaching, etc. then they are to be interrupted & informed of the medical emergency. If the Head & Deputy are offsite then they are to be contacted and informed as soon as possible;
- Staff in the vicinity of the injured person to move other children, staff & visitors to protect the injured persons dignity;
- A member of the office staff, in the first instance, or a member of the SLT to make the emergency call from a school mobile ensuring that they have the injured persons data collection sheet (pupil, staff or volunteer) to answer any questions regarding their personal information, medical history, etc.;
- The person making the emergency call to take the mobile phone to where the injured person is located so relevant questions regarding their condition can be answered;
- A member of staff to meet the ambulance at the entrance and take the paramedics to the injured persons location;
- The data collection sheet (pupil, staff or volunteer) is photocopied and given to the paramedics to go with the injured person;
- Parents/carers or emergency contacts are informed;
- The supervising member of staff stays with the person during medical assessment by paramedics;
- The injured persons belongings are collected to go with them in the ambulance;
- If parents/carers or emergency contacts are not available to go with the injured person in an ambulance, a member of staff will accompany the person.

Contacting Emergency Services

Dial 999, ask for an ambulance and be ready with the following information:

1. The location of the school:

Victoria Park Junior School
Davyhulme Road East
Stretford
Manchester
M32 0XZ

Tel: 0161 912 5005

2. The postcode **M32 0XZ**.
3. The **mobile number** you are calling from which is on the mobile case and will stay with the supervising member of staff until the ambulance arrives in case of any changes in the injured persons condition.
4. Give exact location in the school of the injured person.
5. The name of the injured person and any personal information requested from the data collection sheet (pupil, staff or volunteer).
6. Give a brief description of the persons condition, injury, etc.
7. Any known medical conditions from the data collection sheet (pupil, staff or volunteer).
8. Inform the operator that the ambulance will be met at the entrance by a member of staff and taken to the injured person.

Speak clearly and slowly.