

COURT LANE INFANT & JUNIOR ACADEMIES



First Aid Policy

2020-22

Approved by: Local Governing Board

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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 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 person is Jacqui Peace (Court Lane Infants) and Teresa Kay (Court Lane Juniors). 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 appointed persons and first aiders are listed in the school's bring up diary. Their names will also be displayed prominently around the school.

3.2 The Local Governing Board

The Local Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 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 for the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 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 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:

- 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. At lunch and break times, minor cuts and grazes will be 'triaged' in the playground. Any injuries to the face, head or neck must be treated by the first aider in the school office.
- 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. Any decisions to move the injured person will be slowly and clearly communicated to the injured person.
- 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, a member of staff will contact the parents immediately
- The first aider 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
- Parents' contact details (to be kept securely by the visit leader at all times)

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises. These must also be shared with the Educational Visits Coordinators; Miss A Gibbs (Court Lane Infants) and (Miss E Kelly Court Lane Juniors).

For Court Lane Infant Academy: There will always be at least one first aider with a current paediatric first aid certificate on Year R school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For Court Lane Junior Academy: There will always be at least one 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:

Court Lane Infants	Court Lane Juniors
The Medical Room	The Medical Room
Year R Corridor (2 kits)	Medical chair station on long corridor
Music Room	Year Leaders classrooms (basic kit)
Site Manager's Office	DT Room
Staff Room	Staff Room
Boiler Room	Boiler Room

6. Record-keeping and reporting

6.1 First aid and accident record book

- Minor cuts and grazes treated in the playground are to be noted in the notebook in the portable first aid kit. The name and class of the child and treatment applied should be noted at the time treatment is given.
- For more major injuries (e.g. deep cuts, sprains, breakages) and any injury to the face, head or neck must be recorded on an accident form by the first aider. 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 – these are available from the main office at each school. The First Aider will also be responsible for ensuring the parents are notified.
- When a serious accident or injury occurs, an accident investigation report will need to be completed by a trained accident investigator. If such an incident arises, the first aider will contact the Head Teacher or Head of School who will instigate the process.
- Records held in the first aid and accident book will be retained by the school for a minimum of 25 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 Senior Admin Assistant (Court Lane Juniors) or the Welfare Assistant (Court Lane Infants) 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). They are responsible for ensuring that the Headteacher or Head of School has been made aware of the incident.

The Senior Admin Assistant (Court Lane Juniors) or the Welfare Assistant (Court Lane Infants) 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 for treatment
- 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>

6.3 Notifying parents

Very minor injuries are not reported to parents but are recorded in the accident books.

Injuries to the head, face or neck must be reported to a parent e.g. bumped head letter.

The First Aider is responsible for instructing a member of staff to inform the parents 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.

6.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify The University of Chichester Academy Trust, the Portsmouth LADO, The Virtual School and the Children's Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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 within the health and safety bring up diary.

For Court Lane Infants: At all times, at least 2 staff members 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 School Business Manager every two years.

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

9. Links with other policies

This first aid policy is linked to the

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

10. Appendix 1 Names of First Aid Trained Staff

Court Lane Infants

<i>Name</i>	<i>Qualification</i>
Tracy Arkless	Emergency First Aid In School
Karen Mitchell	Emergency First Aid In School
Joanna Watts	Emergency First Aid In School
Vanessa Hoade	Emergency First Aid In School
Sue Wait	Emergency First Aid In School
Yvette Charman	Emergency First Aid In School
Alan Davey	Emergency First Aid In School
Irene Taylor	Emergency First Aid In School
Claire Waters	Emergency First Aid In School
Dawn Wilkinson	Emergency First Aid In School
Jackie Bateman	Emergency First Aid In School
Claire Cole	Emergency First Aid In School
Rebecca Curtis	Emergency First Aid In School
Beckie Dodd	Emergency First Aid In School
Alex Fennell	Emergency First Aid In School
Nick Hicking	Emergency First Aid In School
Kate Walsh	Emergency First Aid In School
Michelle Becque	Emergency First Aid In School
Susan Parsons	Emergency First Aid In School
Sharon Harrison	Emergency First Aid In School
Shereen Weeks	Emergency First Aid In School
Vicky Bettison	Emergency First Aid In School
Martine Price	Emergency First Aid In School
Karen Harris	Emergency First Aid In School
Jo Morton	Emergency First Aid In School
Hannah Wilding	Emergency First Aid In School
Liz Farrow	Emergency First Aid In School
Liz Mould	Emergency First Aid In School
Rachael Lovett	Emergency First Aid In School
Jodie Palmer	Emergency First Aid In School
Lisa Bailey	Advanced Paediatric
Kiera Treagust	Advanced Paediatric
Claire Waters	Advanced Paediatric
Tracy Fitzjohn	Advanced Paediatric
Michelle Exton	Advanced Paediatric
Chelsea Scott	Advanced Paediatric
Jackie Peace	HSE First Aid at Work
Kevin Elmes	HSE First Aid at Work
Helen Wilson	HSE First Aid at Work

Pamela Small	Emergency First Aid
Pamela Small	Safe Handling of medicine
Lorraine Biddle	Epipen Training
Amy Quade	Epipen Training
Keira Treagust	Epipen Training
Sarah evans	Epipen Training
Lily Reeves	Epipen Training
Chelsea Scott	Epipen Training
Scott Robson	Epipen Training
Alison Gibbs	Epipen Training
Rachel Dew	Epipen Training
Rachel Bishop	Epipen Training
Lucy Colebrook	Epipen Training
Michelle Becque	Epipen Training
Kate Cobb	Epipen Training
Jade Houghton	Epipen Training
Mary-lynn thomas	Epipen Training
Kelly Barker	Epipen Training
Martine Lucas	Epipen Training
Karen Harris	Epipen Training
Kate Walsh	Epipen Training
Judith Ramshaw	Epipen Training
Tracy Fitzjohn	Epipen Training
Lisa Bailey	Epipen Training
Michelle Exton	Epipen Training
Vanessa Hoade	Epipen Training
Rebecca curtis	Epipen Training
Karen Mitchell	Epipen Training
Rhea O'shea	Epipen Training
Irene Taylor	Epipen Training
Karen Geddes	Epipen Training
Claire Waters	Epipen Training
Emma Psaila	Epipen Training
Yvette Charman	Epipen Training
Jo Morton	Epipen Training
Hannah Wilding	Epipen Training
Shereen weeks	Epipen Training
Shereen weeks	Asthma Training
Connie Parvin	Asthma Training
Liz Mould	Asthma Training
Sharon Harrison	Asthma Training
Lauren Elliot	Asthma Training
Lorraine Biddle	Asthma Training
Jo morton	Asthma Training
michelle exton	Asthma Training
Jade Houghton	Asthma Training
Karen Mitchell	Asthma Training

Jo watts	Asthma Training
Rebecca curtis	Asthma Training
Kelly Barker	Asthma Training
Sarah Evans	Asthma Training
sian Fletcher	Asthma Training
Scott Robson	Asthma Training
keira Treagust	Asthma Training
Jackie Peace	Asthma Training
Kate Walsh	Asthma Training
Hannah Wilding	Asthma Training
Claire Waters	Asthma Training
Martine Price	Asthma Training
Lisa Bailey	Asthma Training
chelsea Scott	Asthma Training
Sue Parsons	Asthma Training
Irene Taylor	Asthma Training
Jodie Palmer	Asthma Training
Vanessa Hoade	Asthma Training
Lucy Woodham-Wilson	Asthma Training
Lucy Colebrook	Asthma Training

Court Lane Juniors

<i>Name</i>	<i>Qualification</i>
Emily Payne	Advanced Paediatric First Aid
Michelle Ooterwijk	Advanced Paediatric First Aid
Sarah Robinson	Advanced Paediatric First Aid
Andrea Cox	Brain Injury Training
Arlene Wheeler	Brain Injury Training
Clare Colvin	Brain Injury Training
Dario Recchia	Brain Injury Training
Emily Clark	Brain Injury Training
Emily Payne	Brain Injury Training
Gordon Barratt	Brain Injury Training
Helen thompson	Brain Injury Training
Hollie Long	Brain Injury Training
Jazz Barrant	Brain Injury Training
Jenny Rogers	Brain Injury Training
Kati Leunig	Brain Injury Training
Lisa Rae	Brain Injury Training
Liz kelly	Brain Injury Training
Meredith Swann	Brain Injury Training
Michelle Oosterwijk	Brain Injury Training
Rachael Bailey	Brain Injury Training
Sam Kennelly	Brain Injury Training
Sarah Bull	Brain Injury Training

sarah Foster	Brain Injury Training
Steph Knight	Brain Injury Training
sue wait	Brain Injury Training
Tiffany Harfield	Brain Injury Training
Vickie Delaney	Brain Injury Training
Arlene Wheeler	Defibrillator Training
Emma Carter	Defibrillator Training
Jude Ramshaw	Defibrillator Training
Karen Bishop	Defibrillator Training
Karen Reynolds	Defibrillator Training
Lisa Rae	Defibrillator Training
Rachael Bailey	Defibrillator Training
Sue Wait	Defibrillator Training
Tiffany Harfield	Defibrillator Training
Beverley Bunnage	Emergency First Aid at Work (1 day course)
Jennifer Rogers	Emergency First Aid at Work (1 day course)
Julie Blundell	Emergency First Aid at Work (1 day course)
Kevin Elmes	Emergency First Aid at Work (1 day course)
Lianne O'Malley	Emergency First Aid at Work (1 day course)
Lynn West	Emergency First Aid at Work (1 day course)
Ron Wellgreen	Emergency First Aid at Work (1 day course)
Sam Wallis	Emergency First Aid at Work (1 day course)
Alan Davey	Emergency First Aid In School
Amelia Glover	Emergency First Aid In School
Andrea Cox	Emergency First Aid In School
Beverley Bunnage	Emergency First Aid In School
Heather Bell	Emergency First Aid In School
Jenny Rogers	Emergency First Aid In School
Julie Blundell	Emergency First Aid In School
Llewella Thomas	Emergency First Aid In School
Louise Culliford	Emergency First Aid In School
Lynn West	Emergency First Aid In School
Pamela Baracchini	Emergency First Aid In School
Ron Wellgreen	Emergency First Aid In School
Sam Wallis	Emergency First Aid In School
Sue Wait	Emergency First Aid In School
Clare Colvin	Epipen Training
Dario Recchia	Epipen Training
Emily Payne	Epipen Training
Gill Dawson	Epipen Training
Hollie Long	Epipen Training
Karen Reynolds	Epipen Training
Pamela Baracchini	Epipen Training
Priya Mangat	Epipen Training
Sam Kennelly	Epipen Training
Sarah Foster	Epipen Training
Sarah Robinson	Epipen Training
Tiffany Harfield	Epipen Training
Vickie Delaney	Epipen Training

Andrea Cox	Epipen Training, Part of CPR Training Session
Arlene Wheeler	Epipen Training, Part of CPR Training Session
Emma Carter	Epipen Training, Part of CPR Training Session
Helen Thompson	Epipen Training, Part of CPR Training Session
Hollie Long	Epipen Training, Part of CPR Training Session
Jude Ramshaw	Epipen Training, Part of CPR Training Session
Karen Reynolds	Epipen Training, Part of CPR Training Session
Lisa Rae	Epipen Training, Part of CPR Training Session
Olivia Houghton	Epipen Training, Part of CPR Training Session
Sarah Bull	Epipen Training, Part of CPR Training Session
Sue Wait	Epipen Training, Part of CPR Training Session
Tiffany Harfield	Epipen Training, Part of CPR Training Session
Beverley Bunnage	First Aid at Work
Jenny Rogers	First Aid at Work
Julie Blundell	First Aid at Work
Karen Bishop	First Aid at Work
Karen Bishop	First Aid at Work
Kevin Elmes	First Aid at Work
Kirsty Langton	First Aid at Work
Kirsty Langton	First Aid at Work
Lynn West	First Aid at Work
Michele Sparks	First Aid at Work
Michele Sparks	First Aid at Work
Ron Wellgreen	First Aid at Work
Sam Wallis	First Aid at Work
Teresa Kay	First Aid at Work
Teresa Kay	First Aid at Work
Emily Payne	Paediatric First Aid Training (12 hour course)
Michelle Oosterwijk	Paediatric First Aid Training (12 hour course)
Alan Davey	School First Aid (Basic Skills Course)
Andrea Cox	School First Aid (Basic Skills Course)
Pamela Barracchini	School First Aid (Basic Skills Course)
Sue Wait	School First Aid (Basic Skills Course)

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