



"A kind and inclusive learning community with high expectations for all"

At Queen's Park Primary School, we recognise and value individual differences in an inclusive learning community. We nurture children to become resilient and creative lifelong learners and caring, responsible adults in a diverse society. Queen's Park Primary School

# First Aid Policy

Date	February 2023
Review Date	February 2024

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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](#) and [Early years foundation stage: coronavirus disapplication's](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 Anne Cox and Rosie Langman. 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and trained first aiders can be found in appendix 1

### 3.2 The local authority and governing board

Brighton and Hove 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 head teacher and staff members.

### 3.3 The head teacher

The head teacher 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



## First Aid

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all serious incidents they attend to
- Informing the head teacher 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 senior teacher will ensure that the parents are contacted 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (where appropriate)

Risk assessments will be completed by the class teacher or trip leader prior to any educational visit that necessitates taking pupils off school premises.



## First Aid

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

There will always be at least 1 first aider on school trips and visits for the older classes.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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:

- The medical area in the office
- The Lodge
- Basic first aid materials are kept in the classrooms for minor incidents

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident log will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- For more serious incidents an HS2 will also be completed. 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, 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 head teacher or deputy will keep a record of any accident and report to the local authority for a decision on whether this is a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head or deputy head teacher 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 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)
- 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>

## 6.3 Notifying parents

The Head or Deputy Head teacher will ensure that a member of office staff will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. We use bumped head stickers as a reminder to parents for minor knocks.

## 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.



## First Aid

The Head Teacher will also notify the Health and safety team and LADO 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 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).

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.

**During coronavirus:** if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

## 8. Monitoring arrangements

This policy will be reviewed by the Health and Safety Committee of the Governing Body every three years.

At every review, the policy will be approved by the Full Governing Body.

## 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

## Appendix 1: list of trained first aiders

The list of trained staff can be found:

Work (J:)/first aid training/list of training



## Appendix 2: accident report form



### HS2 Incident Report form

Please type form and save as a 'Word' document, as we are unable to accept 'handwritten', 'scanned' or 'PDF' copies.

1. Time and Place			
Date of incident		Time of incident	
School/team name			
Where did the incident/near-miss happen?			

2. Main Witness Details – <i>The person who actually saw the incident/near-miss occur.</i>	
Name:	
Phone No:	
Email:	
Category:	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Member of the Public <input type="checkbox"/> Pupil <input type="checkbox"/> Service User <input type="checkbox"/> Visitor <input type="checkbox"/> Work experience <input type="checkbox"/> Other
Names of any other witnesses:	

3. Injured Party (IP) – <i>Provide details of each person injured (list additional IPs within each row if needed).</i>	
Name:	





Address:		
Job Title:		
Phone No:		
Male/Female:		
Date of Birth:		
Category:  Where more than 1 please add IP initials after each type ticked	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Member of the Public <input type="checkbox"/> Pupil	<input type="checkbox"/> Service User <input type="checkbox"/> Visitor <input type="checkbox"/> Work experience <input type="checkbox"/> Other

**4. Injury type** - Where there are multiple IPs please leave blank but ensure that section 9 describes all the relevant injuries for each person.

<input type="checkbox"/> Allergic Reaction	<input type="checkbox"/> Concussion	<input type="checkbox"/> Multiple Injuries
<input type="checkbox"/> Amputation	<input type="checkbox"/> Crushing	<input type="checkbox"/> Nerve Damage
<input type="checkbox"/> Asbestos Exposure	<input type="checkbox"/> Cuts and Bleeding	<input type="checkbox"/> Occupational Disease
<input type="checkbox"/> Asphyxia/Suffocation	<input type="checkbox"/> Death	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Bite	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Psychological/Emotional Harm
<input type="checkbox"/> Blisters	<input type="checkbox"/> Electric Shock	<input type="checkbox"/> Scratches
<input type="checkbox"/> Broken Bone/Fracture	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Strain/Sprain
<input type="checkbox"/> Bruise	<input type="checkbox"/> Irritation/Inflammation	<input type="checkbox"/> Superficial Injuries
<input type="checkbox"/> Burn	<input type="checkbox"/> Loss of Sight	

**5. Body Part Affected** - Where there are multiple IPs please leave blank but ensure that section 9 describes all the relevant injuries for each person.

## First Aid

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Finger	<input type="checkbox"/> Mouth
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Multiple Areas
<input type="checkbox"/> Arm	<input type="checkbox"/> Groin	<input type="checkbox"/> Neck
<input type="checkbox"/> Back	<input type="checkbox"/> Hair	<input type="checkbox"/> Nose
<input type="checkbox"/> Breast/Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Buttocks	<input type="checkbox"/> Head	<input type="checkbox"/> Teeth
<input type="checkbox"/> Ear	<input type="checkbox"/> Internal Organs	<input type="checkbox"/> Toe
<input type="checkbox"/> Eyes	<input type="checkbox"/> Knee	<input type="checkbox"/> Torso
<input type="checkbox"/> Face	<input type="checkbox"/> Leg	<input type="checkbox"/> Wrist

**6. Treatment** - Where there are multiple IPs please leave blank but ensure that section 9 describes all the relevant treatments for each injured person.

 First Aid given:  Yes  No      Taken Directly to hospital from accident scene?  Yes  No

 Ambulance:  Yes  No      Detained in hospital for more than 24 hours?  Yes  No

 Was any treatment provided at hospital - not just tests, x-rays or examinations?  Yes  No

Please describe the treatment needed:

**7. Incident type**
 Injury or harm (including psychological)

 Near Miss

**8. Incident Cause**

<input type="checkbox"/> Administration of medication	<input type="checkbox"/> Hit against something fixed or stationary
<input type="checkbox"/> Behaviour Management (Schools Only)	<input type="checkbox"/> Hit by a moving object/person
<input type="checkbox"/> Challenging behaviour (unintentionally violent/aggressive)	<input type="checkbox"/> Injured by animal
<input type="checkbox"/> Contact with electricity	<input type="checkbox"/> Local environmental conditions
<input type="checkbox"/> Contact with extreme temperature	<input type="checkbox"/> Manual Handling of Loads

## First Aid

<input type="checkbox"/> Contact with moving machinery	<input type="checkbox"/> Manual Handling of People
<input type="checkbox"/> Contact/exposure to a harmful substance (including allergens)	<input type="checkbox"/> Noise
<input type="checkbox"/> Display Screen Equipment (DSE) related ill health	<input type="checkbox"/> Recreation/sport
<input type="checkbox"/> Drowned/asphyxiation/Choking	<input type="checkbox"/> Repetitive Strain Injury
<input type="checkbox"/> Existing medical condition	<input type="checkbox"/> Sharps (e.g. needle-stick, broken glass)
<input type="checkbox"/> Explosion	<input type="checkbox"/> Slip/trip/fall on the same level
<input type="checkbox"/> Exposure to event causing emotional/ psychological harm	<input type="checkbox"/> Trapped by something collapsing
<input type="checkbox"/> Fall from height	<input type="checkbox"/> Use/failure of equipment
<input type="checkbox"/> Fatality/Major Incident	<input type="checkbox"/> Vehicle incident/hit by moving vehicle
<input type="checkbox"/> Fire	

**9. Description of incident** – *Factual account of what happened and events leading up to incident. (Photos of area, equipment etc. can also be helpful).*

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**10. Did the incident Involve Asbestos**

Yes       No

**11. Reporter Certification**

To the best of my knowledge I certify that this is a true account of the events of the incident/occurrence.

Name:

Position:

Date:

**The following sections are for completion by the MANAGER only.**



**12. Why did the incident Happen?** – Describe any contributory factors; e.g. issues with equipment, premises, supervision, training, clothing/footwear/PPE, environment etc. **This should not simply repeat section 9.**

**13. What action was taken straight away?** – Include details of immediate injury management and corrective actions to prevent further harm occurring. Where known/relevant, please include details of any ongoing/proposed treatment or medical interventions.

**14. Staff Absence?** – Record details for each member of staff injured.

Staff (1) Name:

If injured person is a council employee, are they taking time off work?

Yes  No



## First Aid

First Day of Absence
Last day of absence (if known)
<b>Please ensure H&amp;S are notified of return to work date when known.</b>
Staff (2) Name:
If injured person is a council employee, are they taking time off work? <input type="checkbox"/> Yes <input type="checkbox"/> No
First Day of Absence
Last day of absence (if known)
<b>Please ensure H&amp;S are notified of return to work date when known.</b>

<b>15. Incidents involving pupils:</b>		
<b>Pupil Absence?</b> - Record details for each Pupil injured.		
Name:	Absence start date:	Date returned to school:
Name:	Absence start date:	Date returned to school:
Name:	Absence start date:	Date returned to school:
<b>Supervision Arrangements:</b>		
What were the supervision ratios at the time of the incident?: <b>Please state.</b>		
Were supervision ratios in accordance with your risk assessments for the area/ activity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Was the supervision appropriately located? <input type="checkbox"/>		
Yes <input type="checkbox"/> No		
Were supervisors observing and able to intervene quickly? <input type="checkbox"/>		
Yes <input type="checkbox"/> No		
Were pupil behaviours appropriate during the activity? <input type="checkbox"/>		
Yes <input type="checkbox"/> No		
Was any equipment or fixtures being used for its intended purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> N/A		

**16. Incidents involving Pupils - Where Challenging Behaviour or Behaviour Management was applicable (otherwise leave blank).**

## First Aid

Were staff working/affected aware of pupil behaviours/triggers/risks? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Were staff aware of strategies/control measures in pupil's behaviour plan? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Have staff involved had specific training in 'de-escalation & physical restraint'? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Please state type (e.g. SCIP, MayboTeam Teach etc.)	
Have support plans/RAs for the pupil been reviewed/updated/shared? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>
Are specialist teams involved in supporting staff/pupil? <b>State who:</b>	

**17. Incidents involving staff (physical or emotional impact):**

Have staff involved/affected been able to perform their normal/full work duties following this incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please give details of any reasonable adjustments made.	
Has any wellbeing support/information been provided to staff, where required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please describe support given - e.g. debrief, mentoring, counselling service, mediation, buddy arrangements etc.	

**18. Action recommended (planned/taken) to prevent or reduce the likelihood of a similar incident happening again?**

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**19. Manager Authorisation**

Name:	
Job title:	
Email:	
Phone number:	
Date:	

Please email fully completed form (as 'Word' attachment) and any photos to: [Health&Safety@brighton-hove.gov.uk](mailto:Health&Safety@brighton-hove.gov.uk)

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