



Middlewich Primary School

First Aid Policy



COVID19 safety changes are highlighted in red.

'We will strive every day to be our best and do our best'

Aims of this policy document

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

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) 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

Roles and responsibilities

All staff are trained to deal with accidents having at least completed emergency first aid training. A small number have also completed Level 3 training and/or paediatric first aid. A staff member holding a (PFA) certificate must be on the premises at all times.

During coronavirus: we use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present.

Appointed persons and first aiders

All members of staff have Emergency First Aid at Work training every three years. They are, in consultation with the headteacher and/or deputy headteacher, 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

Those staff who have had Level 3 First Aid at Work 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

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The local authority and governing board

Cheshire East 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 aiders are always present in the school
- 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

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 (see appendix 2) for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

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 provide the required first aid treatment.
- The first aider 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, a member of the office staff will contact parents/carers 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

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.

There will always 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.

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

There will always be at least 1 first aider on school trips and visits.

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

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

on school trips and visits for foundation stage pupils, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate, 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.

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:

- All classrooms
- The school kitchen
- The staff room
- On corridors

Record-keeping and reporting

Any pupil who goes home with injury and all staff injuries at work are put on the local authority Prime system.

First aid and accident record book

- An accident form will be completed 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. (see appendix 2)
- A copy of the accident report form will also be added to the pupil's educational record by a member of the school office staff.
- All accident forms are retained for the period of 25 years from the child's date of birth. This is in accordance with the guidance from the Retention of Records Management Society.

Reporting

The office staff 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 office staff will report these through the PRIME system as soon as is reasonably practicable and in any event within 3 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

Notifying parents

The member of staff who dealt with the incident will inform 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.

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 (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.

Monitoring arrangements

This policy will be reviewed annually.

At every review, the policy will be approved by the Safeguarding, Finance and Staffing committee.

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

This policy is reviewed annually.

Reviewed by:-

Headteacher _____

Chair of SFS committee _____

Appendix 1: Training Log

Name	Role	Type of Training	Dates Attended	Date For Training To Be Updated (Where Applicable)
Sandie La Porta	Headteacher	Emergency First Aid at Work	September & October 2019	October 2022
Katie Davies	Deputy Headteacher	Emergency First Aid at Work	September & October 2019	October 2022
Vicky Williams	AHT, TOD SEND	Emergency First Aid at Work	September & October 2019	October 2022

Donna Webster	AHT FS teacher	Emergency First Aid at Work Paediatric First Aid	September & October 2019 16/5/19	October 2022
Lucy Rogerson	FS teacher P/T	Emergency First Aid at Work Paediatric First Aid	September & October 2019 PFA 13/10/20	October 2022
Rachel Pillai	FS teacher P/T	Emergency First Aid at Work Paediatric First Aid	September & October 2019 PFA 26/10/20	October 2022
Sam Williamson	Y1 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Claire Parker	Y1 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Simon Swift	Y2 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Rebecca Semple	Y2 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Amy Harding	Y3 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Jack Edwards	Y3 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Katherine Dutton (ML)	Mat Leave	Emergency First Aid at Work	September & October 2019	October 2022
Kathy Spreadbury	Y4 Teacher	Emergency First Aid at Work	September & October 2019	October 2022
Paul Taziker	Y4 teacher	Emergency First Aid at Work Diabetes training	September & October 2019 DT 1/9/20	October 2022
Alice Worden	Y5 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Kirsty Daltrey	Y5 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Gracie Berry	Mat Leave	Emergency First Aid at Work	September & October 2019	October 2022
Hannah Merson	Y6 teacher	Emergency First Aid at Work	September & October 2019	October 2022
Melanie Biggs	Music teacher	Emergency First Aid at Work	September & October 2019	October 2022
Cheryl Bertoni	FSW, DDSL	Emergency First Aid at Work	September & October 2019	October 2022
Jill Miller	HLTA MFL	Emergency First Aid at Work First Aid Level 3	September & October 2019 L3 November 2020	October 2022
Lian Newton	HLTA	Emergency First Aid at Work	September & October 2019	October 2022

Linda Bennion	TA	Emergency First Aid at Work	September & October 2019	October 2022
Sophie Somerset	TA	Emergency First Aid at Work	September & October 2019	October 2022
Kathryn Wilkie	TA	Emergency First Aid at Work	September & October 2019	October 2022
Lisa Brown	TA	Emergency First Aid at Work	September & October 2019	October 2022
Wendy Pomfret	TA	Emergency First Aid at Work	September & October 2019	October 2022
Danielle Millward	TA	Emergency First Aid at Work	September & October 2019	October 2022
Dee Roberts	HI TA	Emergency First Aid at Work Paediatric First Aid First Aid Level 3	September & October 2019 PFA 13/3/19 L3 October 2020	October 2022
Patrina Emes	HI TA	Emergency First Aid at Work	September & October 2019	October 2022
Lisa Darlington	HI TA	Emergency First Aid at Work	September & October 2019	October 2022
Rachel Leather	TA	Emergency First Aid at Work	September & October 2019	October 2022
Becky Taylor	TA	Emergency First Aid at Work	September & October 2019	October 2022
Julie Williams	TA	Emergency First Aid at Work	September & October 2019	October 2022
Jo Hall	TA	Emergency First Aid at Work	September & October 2019	October 2022
Linda Pollock	TA	Emergency First Aid at Work	September & October 2019	October 2022
Melanie Dillon	TA	Emergency First Aid at Work	September & October 2019	October 2022
Alicia Wilkinson	TA	Emergency First Aid at Work	September & October 2019	October 2022
Julie Knight	TA	Emergency First Aid at Work Paediatric First Aid	September & October 2019 PFA 13/3/19	October 2022
Julie Cooper	TA	Emergency First Aid at Work First Aid Level 3	September & October 2019 November 2020	October 2022
Natalia Wilson	TA	Emergency First Aid at Work	September & October 2019	October 2022
Chris Holbrooks	P.E. TA	Emergency First Aid at Work Diabetes training	September & October 2019 DT 1/9/20	October 2022

Jack Corrigan	TA	Emergency First Aid at Work	Not completed	
Charlotte Shields	TA	Emergency First Aid at Work	Not completed	
Beverley Stephens	Bursar	Emergency First Aid at Work	September & October 2019	October 2022
Lauren Colley	Admin	Emergency First Aid at Work	September & October 2019	October 2022
Kath Ollier	Admin	Emergency First Aid at Work	September & October 2019	October 2022
Paul Hassall	Site Manager	Emergency First Aid at Work	September & October 2019	October 2022
Chris Warburton	MDA	Emergency First Aid at Work	September & October 2019	October 2022
Sandra Proctor	MDA	Emergency First Aid at Work	September & October 2019	October 2022
Nicola Morgan	MDA	Emergency First Aid at Work	September & October 2019	October 2022
Natalie Morris	MDA	Emergency First Aid at Work	September & October 2019	October 2022
Michelle Edmonds	MDA	Emergency First Aid at Work	September & October 2019	October 2022
Paula Bailey	MDA Cleaner	Emergency First Aid at Work	September & October 2019	October 2022
June Hockenhull	Cleaner	Emergency First Aid at Work	September & October 2019	October 2022
Susan Shaw	Cleaner	Emergency First Aid at Work	September & October 2019	October 2022

All staff, apart from cleaning staff, also have annual training in dealing with anaphylaxis.

Accident/Incident Report Form



PRIME REF:.....

This form must be completed for all accidents, near misses (reportable diseases, dangerous occurrences) and physical/verbal assault at all premises under Council control or arising as a result of any operation undertaken by the Council as follows: Part A by injured person, their Supervisor or Line Manager and Part B by appropriate Service Manager/Senior Manager or accident coordinator.

The completed form must be inputted onto the Electronic Accident Reporting System (PRIME) within 3 days of the incident being reported.

PART A

1 Details of injured person sections are marked *

Mandatory

Surname*:		Forename*:		Age/DOB*:		M <input type="checkbox"/> F <input type="checkbox"/>	
Address:						Postcode:	
Contact Telephone Number							
<u>Status*</u> : Please select person type and complete relevant boxes							
Council Employee:		<input type="checkbox"/>	Job title:		Employee number:		
Division:		Service:		Team:			
Do you agree to a copy of this form being released to your Trade Union Representative? Y <input type="checkbox"/> N <input type="checkbox"/>							
Contractor / Consultant		<input type="checkbox"/>	Agency Worker:		<input type="checkbox"/>	Member of the Public: <input type="checkbox"/>	
Pupil /Young Person:		<input type="checkbox"/>	Service User/Client:		<input type="checkbox"/>	PARIS ref number:	
Other (Please State):							

2 Accident/incident detail

Date*:		Time*:		Date reported*:	
Accident address*:					
Location*: Inside <input type="checkbox"/> Outside <input type="checkbox"/>		Sub location*: e.g. car park, sports hall, kitchen			
Weather * Conditions		Light *		Artificial <input type="checkbox"/> Bright <input type="checkbox"/> Dark <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Not known <input type="checkbox"/>	

Briefly describe incident and apparent cause, including events leading up to the incident, any equipment and PPE being used, assailant details etc. please continue on additional sheet if necessary: *

FIRST AID GIVEN :-

What immediate action was taken to make the area safe/remove hazard (for example spillage cleared up and warning signs displayed)? If no action was taken at the time please state none *

Injury Type* (cross one box – for multiple injuries please select most significant injury)				Location of injury* (cross one box) please indicate right/left (R/L)			
				L		R	
Acute illness	<input type="checkbox"/>	Irritation	<input type="checkbox"/>	1.Head	<input type="checkbox"/>	16. Arm	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Knock	<input type="checkbox"/>	2 Face	<input type="checkbox"/>	17. Hand	<input type="checkbox"/>
Anaphylactic shock	<input type="checkbox"/>	Loss of Sight	<input type="checkbox"/>	3. Eye	<input type="checkbox"/>	18. Wrist	<input type="checkbox"/>
Bite	<input type="checkbox"/>	Noise Induced Hearing Loss	<input type="checkbox"/>	4. Ear	<input type="checkbox"/>	19. Finger	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Pain	<input type="checkbox"/>	5.Nose	<input type="checkbox"/>	20. Thumb	<input type="checkbox"/>
Burn/Scald	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>	6. Mouth	<input type="checkbox"/>	21. Leg	<input type="checkbox"/>
Concussion	<input type="checkbox"/>	Penetrating injury	<input type="checkbox"/>	7 Teeth	<input type="checkbox"/>	22 Hip	<input type="checkbox"/>
Crush	<input type="checkbox"/>	Pinch	<input type="checkbox"/>	8. Neck	<input type="checkbox"/>	23. Knee	<input type="checkbox"/>
Cut/Laceration/ Graze	<input type="checkbox"/>	Pressure Sore	<input type="checkbox"/>	9. Upper chest	<input type="checkbox"/>	24. Ankle	<input type="checkbox"/>

Death	<input type="checkbox"/>	Scratches	<input type="checkbox"/>	10. Breast	<input type="checkbox"/>	<input type="checkbox"/>	25. Foot	<input type="checkbox"/>	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>	Seizure/Absence	<input type="checkbox"/>	11.Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	26. Toe	<input type="checkbox"/>	<input type="checkbox"/>
Electric Shock.	<input type="checkbox"/>	Sprain / Strain	<input type="checkbox"/>	12.Abdomen	<input type="checkbox"/>		27.Internal Organ	<input type="checkbox"/>	
Faint./ loss of consciousness	<input type="checkbox"/>	Swelling	<input type="checkbox"/>	13.Stomach	<input type="checkbox"/>		28.Back	<input type="checkbox"/>	
Fracture	<input type="checkbox"/>	Temperature Extreme	<input type="checkbox"/>	14.Rib	<input type="checkbox"/>		29. Not Applicable	<input type="checkbox"/>	
Hair loss	<input type="checkbox"/>	Trap / Nip / Twist	<input type="checkbox"/>	15.Groin/Genitals	<input type="checkbox"/>	<input type="checkbox"/>			
Internal Injuries	<input type="checkbox"/>	No visible injury	<input type="checkbox"/>						

3.Assailant detail – if a violent or aggressive incident:

Surname*:		Forename*:		Age/DOB*:		M <input type="checkbox"/> F <input type="checkbox"/>	
Address:						Postcode:	
<u>Status*:</u> Please select person type and complete relevant boxes							
Council Employee:		<input type="checkbox"/>	Job title:		Team:		
Contractor / Consultant		<input type="checkbox"/>	Agency Worker:		<input type="checkbox"/>	Member of the Public: <input type="checkbox"/>	
Pupil /Young Person:		<input type="checkbox"/>	Service User/Client:		<input type="checkbox"/>	PARIS ref number:	

4.Details Of Person Completing Part A

Name (PRINT) *:		Job title*:	
Team*:		Service*:	
Telephone Number*:		Date*:	