



Yattendon School

First Aid Policy

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Review period	Annually	Next review due	Spring 2025
Based on Surrey model?	The Key	Policy prepared by	LW
Status	Statutory	Governor review:	JB

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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 on [first aid in schools](#) and [health and safety in schools](#), 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

3. Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school’s named Medication Administrator is Fiona Viles and the school’s appointed First Aiders are the School Office Administrators [currently Fiona Viles, Jackie Perez and Michelle Douglas] and the Midday Supervisor [currently Jess Hubbard– lunchtimes only]. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in all first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Further 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 pupils contact details up to date

Our school's appointed persons and current First Aiders are listed in **Appendix 1**. Their names will also be displayed appropriately around the school.

3.2 The Governing Body

As a Foundation School, at Yattendon School, the Governing Body has ultimate responsibility for health and safety matters in the school, but 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 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 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
- Completing accident reports (see **appendix 2**) for all incidents office Administration Staff initiate the accident report, if they were not at the scene they take a statement from relevant member of staff
- 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 Head Teacher or, delegated staff member, will contact parents immediately in
- The First Aider attending 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, one of the appointed first aiders will ensure that staff always have the following:

- A fully qualified first aider
- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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

There should always be at least one appointed first aider on school trips and visits.

5. First aid equipment

First Aid equipment is monitored by the medication administrator (3.1).

First Aid Kits are replenished and all medicine is date checked on a weekly basis.

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 room (off the School Office) ~ and in each classroom
- The lunchtime medical room (off the main cloakroom)
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the appointed person or 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 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, unless the school insurer requires accident records to be retained for a longer period of time.

6.2 Reporting to the Local Authority (OSHENS)

- Maintained schools have an obligations to report serious accidents / incidents with full first aid records via OSHENS to Surrey County Council.
- One of the appointed first aiders will fill in the OSHENS reports and the School Business Manager is required to check, complete and sign these off.

6.3 Reporting to the HSE

The School Business Manager 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 School Business Manager 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
- 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>

7. Training

All first aiders must have completed a First Aid 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**). All First Aid training will be renewed on a regular basis.

8. Monitoring arrangements

This statutory policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the appointed member of the Governing Body.

9. Links with other policies

This first aid policy is linked to the following Yattendon School policies:

- Health and safety policy
- Supporting Children with medical conditions policy
- Children with additional health needs Attendance policy

Appendix 1: List of Appointed Persons for first aid & First Aiders

Staff member's name	Role	Contact details
Fiona Viles	Office Administrator MEDICATION ADMINISTRATOR APPOINTED FIRST AIDER	01293 734100 fviles@yattendon.surrey.sch.uk
Michelle Douglas	Office Administrator APPOINTED FIRST AIDER	01293 734100 mdouglas@yattendon.surrey.sch.uk
Jackie Perez	Office Administrator APPOINTED FIRST AIDER	01293 734100 jperez@yattendon.surrey.sch.uk
Jess Hubbard	Midday Supervisor APPOINTED FIRST AIDER (lunchtimes)	01293 734100 jhubbard@yattendon.surrey.sch.uk

Appendix 2: (template)

Accident Form

Number

1. Personal Details of Injured Pupil

Full Name

Address

Class Date of Birth

2. Where/When Accident Happened

Location (e.g. Playground, classroom)

Date Time

Who was the supervising Teacher/HLTA/LSA

Any witnesses Y/N Witnesses Name

3. Lighting and Weather Conditions

What were the light condition like?

What were the weather condition like?

What were the ground/floor conditions?

4. Statement of Precisely What Happened

5. Injuries sustained

6. Treatment

Received 1st Aid Was sent/taken home

Was sent/taken to hospital Was detained in hospital

Parent/ Carer advised to seek medical advice Yes / No / NA

Outcome of Medical Advice (e.g. result of x-ray)

6. Signed

Witness to Accident

First Aider Involved

Date Head Teacher

To be completed by the Head Teacher

7. What action if any is considered necessary to prevent a reoccurrence of this action?

Appendix 3: First Aid training log

Role	Staff who attended <i>(individual staff members or groups)</i>	Course name or type of training	Date attended	Date for training to be updated <i>(where applicable)</i>
LSA	Liz Barnett	EFAW for Schools (1 Day)	01/11/2021	01/11/2024
Office Administrator and First Aider	Michelle Douglas	EFAW for Schools (1 Day)	01/11/2021	01/11/2024
LSA & MDA Supervisor	Jess Hubbard	Emergency First Aid at Work (1 Day) Allergy & Anaphylaxis, Asthma & Epilepsy	01/11/2021 09/05/2023	01/11/2024 09/05/2024
LSA	Jayne Kinasz	First Aid Basics In An Educational Setting Training (online)	18/01/2024	18/01/2027
Finance Administrator	Elvira Mackenzie	Emergency First Aid at Work (1 Day)	01/11/2021	01/11/2024
LSA	Jeanette Maishman	First Aid Basics In An Educational Setting Training (online)	18/01/2024	18/01/2027
LSA	Sarah Merrick	First Aid Basics In An Educational Setting Training (online)	19/01/2024	19/01/2027
LSA	Nourazmah Nandally	First Aid Basics In An Educational Setting Training (online) Allergy & Anaphylaxis, Asthma & Epilepsy	12/01/2024 05/09/2023	12/01/2027 05/09/2024
LSA	Cara Norris	Emergency First Aid at Work (1 Day) Allergy & Anaphylaxis, Asthma & Epilepsy	01/11/2021 05/09/2023	01/11/2024 05/09/2024
Office Administrator and First Aider	Jackie Perez	Emergency First Aid at Work (1 Day)	01/11/2021	01/11/2024
Kitchen	Sarah Nightingale	Emergency First Aid at Work (1 Day)	01/11/2021	01/11/2024

LSA	Laura Potts	Paediatric First Aid (1 Day & online) Allergy & Anaphylaxis, Asthma & Epilepsy	17/06/2022 05/09/2023	16/06/2025 05/09/2024
LSA	Shelley Corbacho	Allergy & Anaphylaxis, Asthma & Epilepsy	05/09/2023	05/09/2024
LSA	Jemma Thomas	Paediatric First Aid (1 Day + online)	17/06/2022	16/06/2025
LSA	Louise Ruffle	First Aid Basics In An Educational Setting Training (online)	16/01/2024	16/01/2025
LSA	Becky Webb	First Aid Basics In An Educational Setting Training (online)	02/01/2024	02/01/2026
Office Administrator and First Aider	Fiona Viles	Emergency First Aid at Work (1 Day)	01/11/2021	01/11/2024
LSA	Charlotte Bell	First Aid Basics In An Educational Setting Training (online)	13/12/2023	13/12/2025
LSA	Kira Whitcombe	First Aid Basics In An Educational Setting Training (online)	09/01/2024	09/01/2026
LSA	Krystal Baker	First Aid Basics In An Educational Setting Training (online)	08/12/2023	08/12/2025
LSA	Milly Perrin	First Aid Basics In An Educational Setting Training (online)	22/12/2023	22/12/2025
LSA	Lakmini Sathkumara	First Aid Basics In An Educational Setting Training (online)	18/01/2024	18/01/2025
HR and Personnel Administrator	Jodie Crowch	First Aid Basics In An Educational Setting Training (online)	17/01/2024	17/01/2025

Once updated print off and file in the Safeguarding Training log file, section 3.3 in cupboard.



First Aid protocols for contacting parents

Updated: 26th February 2024

First Aiders at Yattendon should be aware that there should be **contact made with parents/carers of pupils on the following occasions:**

	Event/situation requiring a call home	Staff to make call
1.	Any time the emergency services are called	Head Teacher/ Senior Leader in their absence
2.	Any serious injury (or any injury requiring first aid) caused by another child	Head Teacher/Senior Leader in their absence
3.	Any injury that may exacerbate a pre-existing condition	Designated First Aider or Head Teacher if serious
4.	Any head injury that may cause concussion (obviously or not) <i>SEE ADDITIONAL MEASURES BELOW</i>	Designated First Aider
5.	Any injury that may cause disfigurement or alteration of appearance (particularly to face)	Designated First Aider
6.	Any injury that has caused significant upset to child or continuing discomfort	Designated First Aider
7.	Any illness or injury that prevents the child from being able to continue at school that day	Designated First Aider

- **In all cases, please inform class teacher as well.**
- For all serious cases where a parent has been advised to seek further medical attention, inform Head Teacher.
- Before sending a child home check their attendance record, if below 90% get authorisation from Deputy Head Teacher or Home School Link Worker.
- If no success speaking to parent, continue trying to contact by phone and send a Studybugs message if not successful on first try. If urgent, contact emergency contact. Don't assume parent knows if a message has been left. Double check by informing the class teacher.
- For head injury, wrist band on child, head injury letter given to child and bumped head Studybugs message sent to parent. If child attending ASC, complete the form on clipboard at reception to inform them.
- If no luck contacting parent, ask class teacher to inform parent at end of the day if they are teaching the class that afternoon. If the class teacher is not available, ask an alternative member of staff (such as the LSA) to do this.