



Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

An important aspect of providing a caring environment for children, staff and visitors at The Grange is to ensure that the highest standards of first aid support are available if needed. While we strive to avoid any incidents from occurring at The Grange that could cause injury to children, staff or visitors we understand that minor injuries and sickness can occur in a busy School environment.

At The Grange the Headteacher and Governing Body fully accept their responsibility under the Health and Safety (First Aid) Regulations, 1981 concerning the provision of First Aid for employees, pupils and visitors to the school. In addition, at The Grange we fully support our statutory duties concerning compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013.

This Policy describes the key objectives of First Aid provision at The Grange, and the principal measures that are in place to ensure the delivery of caring and effective First Aid support.

At The Grange we understand that the purpose of First Aid is to provide:

Help given to a sick or injured person until full medical treatment is available

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
- Staff placed throughout the School are qualified and competent in the provision of efficient and effective first aid support
- Access to well-equipped First Aid kits throughout the school
- The provision of a secure, private and well-equipped area for the delivery of discrete First Aid treatment
- A commitment to the highest standards of hygiene and infection control in the application of First Aid treatment
- Procedures for notification of parents/carers in the event that First Aid treatment is required by a child
- Procedures for reporting and recording any incident that required First Aid treatment

2. This policy links with

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

3. 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Roles and responsibilities

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.

Beyond this, 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.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2

4.1 Appointed person(s) and first aiders

The school's appointed Bev Boswell Headteacher, Georgina Taylor School Business Manager and Louise Cotter Office Administrator (resources)

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 person(s) and first aiders are displayed prominently around the school.

4.2 The local authority and governing board

Oxfordshire County 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.

4.4 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 staff 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)

4.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Staff must complete an accident report as necessary. Minor injuries are to be reported in the Class First Aid Log. Accidents where a child is taken to hospital must be recorded on the 'Accident/work related illness/disease/dangerous occurrence report' This must then be updated where necessary with details of the follow-up actions taken and filed in the School office.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5. First aid procedures

5.1 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 School Office will contact 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

5.2 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

Risk assessments will be completed by the School Business Manager/ Class Teacher prior to any educational visit that necessitates taking pupils off school premises.

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

6. 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, this is kept in the Medical Room

First aid kits are stored in:

EYFS Bodicote

Y2 Cropredy

Y1 Hanwell

Y3/4 Corridor outside classrooms

Y5/6 Corridor outside classrooms

The Orchard (2nd Medical Suite)

Medical Room

Kitchen

PE Store

- First Aid kit top-up supplies are held in the Medical Room
- Travelling kits for school trips are held in the Medical Room
- There is currently one child with Type 1 Diabetes. Their Diabetes bag is kept with them at **all** times.
- There are currently two children that may require an Epi-Pen. Two Epi –pens are in school for each child, one in the child's classroom and one stored in the medical room.
- There is currently one child who suffers from epilepsy. The medication is stored in the child's classroom.
- All medication for children in school, accompanies the child on school trips, during emergency evacuations and when the school is in lockdown
- A first aid kit is taken outside at every playtime and lunch time
- Class boxes with inhalers and diabetes bags are taken out to all break times

7. Record-keeping and reporting

7.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. All accidents are recorded.

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- When a child's inhaler is administered during school hours a letter must be sent home to inform parents/carers and a photocopy given to the office for school records
- Bumps to the head suffered by Early Years pupils are always reported to parents/carers who are then given the option to collect from school. All other pupils need to be assessed by a trained first aider. A letter to the parents must be sent home to inform them and a copy given to the school office for their records.
- When an inhaler is administered a letter must go home to parents informing them of the dosage and time the inhaler was administered. A copy must go to the office for their records.
- When an Epi-pen is administered the school nurse must be contacted. She will de-brief the staff and complete the necessary paperwork.
- Pupils who feel unwell during the school day are sent to the school office, if unable to participate in class activities. A qualified First Aider will then care for them and decide whether parents/carers should be informed or asked to collect the child from school.
- 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.

7.2 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 Headteacher 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>

7.3 Notifying parents

The Class Teacher 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.

7.4 Pupil Transport to Hospital or Home

- A qualified First Aider will determine the sensible and reasonable action in the event of an injury or sickness occurring.
- Where the injury is an emergency an ambulance will be called. Parents/carers will be called immediately and notified of the decision to call an ambulance.
- Where hospital treatment is required but not in an emergency, the first aider will contact the parents/carers to discuss arrangements for transport of the pupil to home or hospital.

7.5 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify the ESAT and Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. 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

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.

9. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

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