



# Pinewood Infant School and Foundation Unit

## **First Aid Policy**

<b>Approved by:</b>	Dave Armstrong- Jones & Strategic Governors	<b>Date:</b> 03/02/2021
<b>Last reviewed on:</b>	Spring 2025	
<b>Next review due by:</b>	Spring 2026	

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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 & 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.
- Cater for the medical and therapy needs of pupils.

## 3. Roles & Responsibilities

In EYFS: At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

### 3.1 Appointed Person(s) & First Aiders

The school's appointed person is Kerrie Anthony:

- Taking charge when someone is injured or becomes ill (or delegated to another first aider onsite).
- 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school. The school's first aider list contained within this policy is a snapshot, taken at the time of an annual review. First Aider names can change, this is regularly updated and displayed prominently around school.

## **3.2 The Local Authority & Governing Board**

Nottingham 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.

## **3.2 The Governing Board**

The 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/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).

## **3.5 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 (see appendix 2) for all incidents they attend to where a first aider 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
- If a low level injury (scratch/bump on knee etc) this can be treated by the adults on duty which the reduced first aid kit (wipes/ plaster etc) can be used. Please see section 6 in relation to record keeping
- Any head injuries need to be reported and parents phoned
- If a first aider is needed, one of the staff members on duty will get the relevant first aider to support
- 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. Please see section 6 in relation to record keeping
- 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 office team will contact parents immediately

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

## **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.
- For typical day trips, parents' contact details are kept in the school office in the event of an emergency the off-site lead will contact school, requesting them to make contact.
- During residential trips, parents' emergency contact details are taken with the trip lead so that they can make direct contact in the event of an emergency situation. During working hours the school office will also support in making communication with parents' if needed.

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises. All risk assessments are reviewed by the schools EVC (Educational Visits Co-ordinator) before the trip is signed off by the Head Teacher.

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.

## **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.

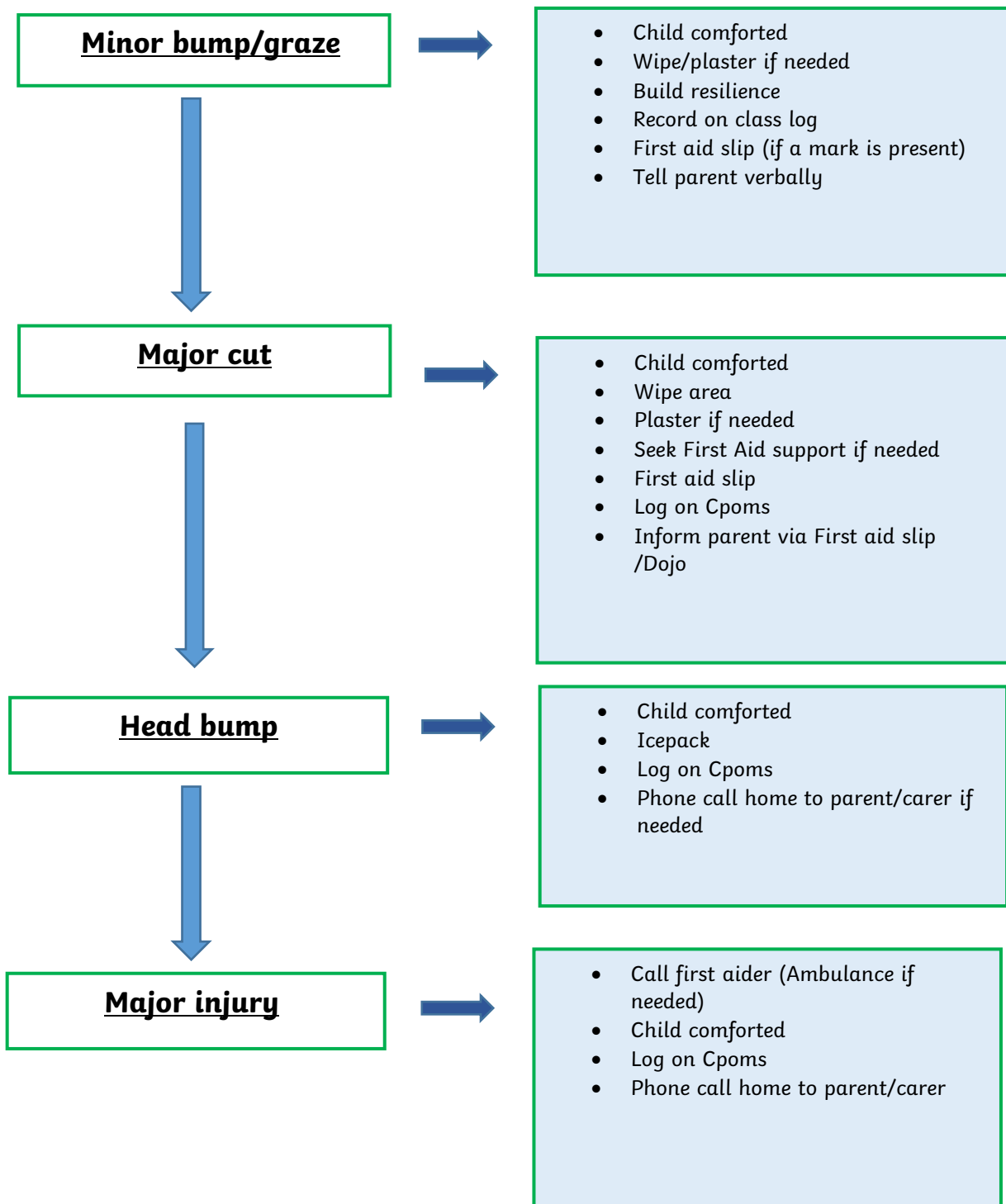
First aid kits are stored in:

- All classrooms
- The school hall
- The school kitchen

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

In the event of an injury in school, staff will assess what reportable process needs to be followed:



- Records held in the first aid and accident books and electronic records such as CPOMs 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 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 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 teacher /TA 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. The office may consider giving parents a courtesy call should they feel it is necessary to inform them of an injury that their child has sustained, as to remove concerns when picking their child up at the end of the day.

## 6.4 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 MASH 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.

## 8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 1 year.

At every review, the policy will be approved by the Headteacher and governing board as part of the Spring Strategic Committee.

## 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 appointed persons(s) for first aid and/or trained first aider

STAFF MEMBER'S NAME	ROLE	DATE TRAINING WAS COMPLETED	CONTACT DETAILS
Kelly Cogman	First Aider	13/05/2022 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Diane Antunes	First Aider	10/09/2022 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Kerrie Anthony	Appointed Person/First Aider	27/09/2022 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Anne-Marie Maund	First Aider	12/10/22 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Ellie Boden	First Aider	23/04/23 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Meg Green	First Aider	24/04/2023 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Julie Westbury	First Aider	11/12/2023 (3 Years)	C/O Pinewood Infant School 0115 952 1717
Tracy Kershaw	First Aider	8/11/2024 (3 Years)	C/O Pinewood Infant School 0115 952 1717

### Appendix 1b: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Peadiatric First Aid	Kelly Cogman	13/05/2022	12/05/2025
Peadiatric First Aid	Diane Antunes	10/09/2022	08/09/2022
Peadiatric First Aid	Kerrie Anthony	27/09/2022	26/09/2025
Peadiatric First Aid	Anne-Marie Maund	12/10/22	11/10/25
Peadiatric First Aid	Ellie Boden	23/04/2023	22/04/2026
Peadiatric First Aid	Meg Green	24/04/2023	23/04/2026



NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Pediatric First Aid & First Aid at Work	Julie Westbury	11/12/2023	10/12/2026
Pediatric First Aid	Tracy Kershaw	08/11/2024	07/11/2027

## Appendix 2: First Aid Report Examples

### Pinewood Infant School Incident/Illness Slip

<b>Pinewood Infant School Accident Slip</b>				
<b>Date:</b>			<b>Time:</b>	
<b>Pupil Name:</b>				
<b>Location in school (Please circle)</b>				
Corridor	Classroom	School Bus	School Hall	Playground - Climbing Equipment
Playground - Non Climbing Equipment	School Entrance (Front)	School Entrance (Back)	Incident Took Place out of School	
<b>Further Details:</b>				
<b>Injury Sustained (Please circle)</b>				
Bump/Bruise	Vomiting / Nausea	Nosebleed	Cut / Graze	Headache
Head Injury	High Temperature	Other		
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home, please contact your doctor or local hospital and show them this note.				
<b>First aid given by:</b>				