



Co-op Academy
Brownhill

First aid policy

Written by:	Beverley Blanchfield	Date: September 2020
Approved by:	Head teacher: Beverley Blanchfield Chair of Governors:	
Last reviewed on:	September 2020	
Next review due by:	September 2023	

*COVID SPECIFIC UP-DATES SEPTEMBER 2020

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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](#), 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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aider is Beverley Blanchfield 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 ensuring that the replenishing of these kits is carried out.
- 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Co-op Academies Trust and governing board

The Co-op Academy 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.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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 SG10 for all incidents they attend to where in conjunction with the first aider who responded.
- 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. The use of the schools green cross assistance card can be used.
- 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

***During COVID 19 and in order to reduce the number of social contacts specified first aiders will be nominated to given areas of school as follows.**

Donna Dyson / Lisa Fletcher– Nursery, Reception, Year 1

Shaun Johnson/ Denise Levine– Year 2, 3.

Carol Mellor/ Joanne Seals– Year 4, 5, 6

- 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 SLT will contact parents immediately
- The responding first aider in conjunction with the relevant witness 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

***For COVID related procedures please refer to the whole school risk assessment and school re-opening document**

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
- Parents' contact details

Risk assessments will be completed by the lead staff member 2 weeks 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.

5. First aid equipment

A typical first aid kit in our school will include the following:

- 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

*Covid 19 additionally appropriate PPE will be included this will include masks, aprons and full face mask.

No medication is kept in first aid kits.

First aid kits are stored in:

- Every Year group area.
- The main school office
- The school staff room.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form 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. Each classroom has an accident reporting book. Where appropriate and additional SG10 form must be completed by the first aider.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. (SG10 available from the main school office)
- A copy of the accident report form will also be given to the parent Guardian.
- 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 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). These records will be held in the main office alongside any supporting documentation i.e investigation records.

The head teacher will report these to the Health and Safety Executive and Chief Education officer 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
- **Confirmed COVID cases.**

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 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. See Appendix 5 for guidance on expected methods for communication.

6.4 Reporting to Ofsted and child protection agencies

The head teacher will notify the chief education officer and 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 head teacher will also notify local child protection agencies 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.

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 head teacher every 2 years.

At every review, the policy will be approved by the head teacher and the governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Educational Visits Policy.
- Special Educational Needs.
- Safety Guidance Document. SG10.

Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]

Staff member's name	Role	Contact details
Beverley Blanchfield	Responsible First Aider	Beverley.blanchfield@coopacademies.co.uk 07811119846
Shaun Johnson	Senior Pediatric First Aider	Shaun.johnson@coopacademies.co.uk 01132489539
Carol Mellor	Pediatric First Aider	Carol.mellor@coopacademies.co.uk 01132489539
Donna Dyson	Pediatric First Aider	Donna.dyson@coopacademies.co.uk 01132498539
Lisa Fletcher	First Aider	Lisa.fletcher@coopacademies.co.uk 01132489539
Joanne Seals	First Aider	Joanne.seals@coopacademies.co.uk
Denise Levine	First Aider	Denise.Levine@coopacadmies.co.uk

Appendix 2: accident reporting

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3 SG10 Accident, Violent Incident, and Near Miss Report Form Template

School Logo	Accident Date: Approx Time:	Location of Accident (e.g. building and room no.)
Name of Injured Person		Date of Birth
Home Address of Injured Person		Contact Telephone No.

Tick all relevant boxes below:

Employee	Pupil	Contractor	Volunteer	Work Placement			
Other Service User/Hirer		Agency Staff		Member of Public			
If Employee:	Teacher	TA	Admin	SMGA's	Site	PSA	Other
Parent/Next of Kin Contacted	YES/NO	Time: _____	Comments:				

TYPE OF INCIDENT (Tick Below)

Date and Time Reported	Accident	Violent Incident	Other Ill Health	Near Miss
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If there was an injury, what was it, exactly what part of the body was injured and what treatment was given? (e.g. small cut on middle finger of left hand, plaster applied)

Describe in detail what happened (include what the person involved was doing at the time, any part played by other people and any other factors)

Describe the events that led up to the incident (you should include any unusual or contributory factors such as adverse weather, lack of adequate training, defects, supervision issues, inexperienced worker, etc.)

Was Equipment / Machinery Involved? Yes / No (Delete as Applicable)

If 'Yes' Name, Type, Serial No. of the Equipment/Machinery Involved

Was a Substance or Chemical Involved? Yes / No

Name of any Witness(es)	Telephone No.
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This Page to Be Completed by Head teacher / Class Teacher/ Line Manager or H&S Officer

Name of Inured Person	Date of Birth
Low Level Accident/Incident Investigation ALL INCIDENTS – (Describe action required/taken to prevent a repeat)	
Employee Only – has the injured person been given feedback? Yes No	
Employees Only - After A Violent Incident Discuss With Those Involved The Following:	
Could the incident have been prevented with prior planning, could this situation arise again and or did the incident have any kind of racial undertones? Yes No (If 'Yes to any of these further action must be taken)	
Is the incident reportable to the HSE (RIDDOR) or to the Police? Yes No	
(If you are unsure speak to your Health & Safety Advisor for further guidance)	
RIDDOR: It is a legal requirement to report serious injuries or incidents to the Health & Safety Executive (HSE). Please tick the box(es) below that describes the injury or incident. If unsure see document SG10	
Fatality <input type="checkbox"/> Major injury (e.g. fracture other than fingers, thumbs or toes) <input type="checkbox"/>	
Employee Only: Absent from work for more than 7 consecutive days (excluding the day of the accident, but including any days which would not normally have been working days) as a result of an accident arising out of, or in connection with, work. <input type="checkbox"/>	
Non Employee Only: (e.g. pupils, visitor, member of public or volunteer)	
Has an injury resulted from an accident arising out of a work/curriculum activity, or a defect of some kind leading to them being taken from the site to hospital for treatment for that injury. <input type="checkbox"/>	
Contractor or agency employees – contacted their supervisor so that they can report it <input type="checkbox"/>	
Dangerous Occurrence <input type="checkbox"/> (see document SG10 for guidance)	
The Injured Person (Tick All Relevant Boxes)	
Became unconscious <input type="checkbox"/>	Needed resuscitation <input type="checkbox"/>
Remained in hospital for over 24 hours (employee) <input type="checkbox"/>	None of the above <input type="checkbox"/>

Tick Only One Box That Best Describes What Happened to the Injured Person

Contact with moving machinery / equipment (including materials being machined)	Fell from a height State how high:meters (approx)
Hit by moving, flying or falling object	Exposure to/in contact with harmful substance
Hit by a moving vehicle	Exposed to fire
Hit by something fixed or stationary	Exposed to an explosion
Injured while lifting, handling or carrying (circle which & what) People or Objects	Contact with electricity or electrical discharge
Slipped, tripped or fell (circle which and where) Outside or Inside	Injured by an animal
Trapped by something collapsing	Physically assaulted or Verbally abused
Drowned or asphyxiated	Subjected to Intimidation or threats
	Injured as part of planned curriculum activity
	Another kind of accident/injury

Further Investigation (Medium or High Level Investigation Required)

If a more in-depth investigation is considered appropriate (e.g. for more serious or RIDDOR reportable accidents) tick the box below and send a copy of the form to _____

Is a further investigation required (medium/high level)?	Yes	No
Signature of Headteacher or Manager Completing Form	Job Title	
Print Name of Headteacher or Manager Completing Form	Telephone No.	Date

Coop Academy Brownhill

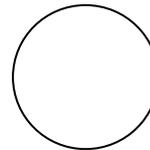
Your child(INSERT NAME) suffered a head bump today

.....(INSERT DATE)..... At(INSERT TIME)

(X below marks appropriate areas where the bump occurred)



(front of head)



(back of head)

- | | |
|--|--|
| <input type="checkbox"/> Bumped into another child | <input type="checkbox"/> Bumped into a wall/door inside school |
| <input type="checkbox"/> Tripped in class onto a table/chair equipment | <input type="checkbox"/> Tripped in playground onto the floor/play equipment |
| <input type="checkbox"/> Other (specify)..... | |

Any child who has had a head injury should be watched carefully, especially in the first 48 hours after the injury.

Medical advice should be sought if any new symptoms develop

Such as:

- Your child becomes increasingly more drowsy
- You are unable to wake your child
- Your child has a headache which is becoming worse
- Your child has repeated vomiting
- Your child gets a weakness in an arm or leg
- If there is anything that worries you

For example:

- Continued crying for no obvious reason
- Irritable and bad tempered
- Not interested in their normal toys or pastimes

If you notice any of these things and are worried, contact your own doctor or hospital at once.

Headteacher

Accident/Incident Reporting Protocol for

Stage	Type of Incident/Injury	Reporting Action to Take	Timescale for Parent Contact	Form to Complete
0	Child states they feel sick/dizzy, but no obvious symptoms/signs Incident with no evident injury, child requires rest only and no first aid given	Foundation: Raise verbally with parent at end of school day	Foundation only Verbal End of School Day	None
1	Head Bump, with no major marking/swelling, etc. lasting more than 15 minutes Superficial grazes or scratches which require no more than minor first aid treatment (e.g. use of clean water only, no plaster or bandages required)	Foundation/KS1: Give Note/Form to collecting parent or send home with child. KS2-4: Advise child to tell parent Foundation/KS1: Give Note/Form to collecting parent or send home with child. KS2-4 advise child to inform parents and, if they have a concern, to contact school	Form End of School Day Form End of School Day No Formal Contact	Local Form Local Form None
2	Head bump with signs of discolouration or swelling which continues after 30 minutes or the child feels sick Cuts/abrasions which require first aid (e.g. plaster/dressing)	Foundation KS1/KS2: Monitor child and text/phone notification to parent if no improvement (If child improves, issue Note/Form as per stage 1) KS3/KS4: Monitor child and if no additional symptoms give Note/ Form to parent at end of day or send home with child	Form; If no improvement after 30 minutes contact parent by phone. Form End of School Day	Local Form Local Form
3	Head bump with signs of large lump on any part of head Any signs of concussion from any injury Open wounds where concerns exist about applying a protective covering or blood loss continues despite immediate treatment Vomiting, dizziness/fainting as result of <u>any</u> incident	Foundation KS1/2: Monitor child and text/phone parent to attend school to assess child and consider hospital Foundation, KS1-4: See above Foundation, KS1-4: Keep child calm and contact parents to attend school Foundation, KS 1-4: Keep child calm and contact parents	Call Within 15 Minutes Call Within 15 Minutes Call Within 15 Minutes Call Within 15 Minutes	Complete AF1 Form Complete AF1 Form Complete AF1 Form Complete AF1 Form

4	Suspected or confirmed broken/fractured/ sprained limb. Large open wound/cut with significant blood loss, or other injury requiring stitches	Foundation, KS1-4: Telephone 999 immediately and then phone parents to advise them to meet pupil and staff member at hospital	Call Immediately	Complete AF1 Form
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It is the responsibility of the member of school staff who witnesses/deals with/is involved in the incident to ensure the reporting process, parent notification and relevant forms are completed at the earliest opportunity.