Didcot
PRIMARY ACADEMY

First Aid Policy – Whole School & EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Didcot PRIMARY ACADEMY

POLICY REVIEW INFORMATION

Policy/Document	DPA First Aid Policy
Review schedule	Every 3 years
Statutory Policy	Yes
Policy owner	Exec Principal
Lead Reviewer	Exec Principal
Approver and date of last approval	Exec Principal, October 2026
Key review dates	**Changes made**
June 2016	Document written
September 2020	No changes made
October 2023	Procedures updated and reference to Medical Tracker added Reference to current legislation and guidance added
May 2026	Updated to include reference to the school's reporting requirement to Ofsted
October 2026	Updated to reference the OLT Allergy Safety Policy and statutory EYFS rules, changed reviewing period to two years. Re-stated responsibilities of roles, changed the statement that all staff are first aid trained, to all staff will be offered first aid training. Made on site and off site procedures clear. Removed categories of incidents. Removed reference to school's reporting requirement to Ofsted as this is only required for early years providers not within a school setting. Updated detail about what needs to be reported to HSE.
Next review due: October 2029	

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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, guidance from the Health and Safety Executive (HSE) 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

3. ROLES AND RESPONSIBILITIES:

3.1 Appointed person and first aiders

The school's first aiders are responsible for:

- Taking charge when someone is injured or ill
- Making sure there is an adequate supply of medical materials in first aid kits , and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate.
- 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 as, or as soon as is reasonably practicable, after an incident on Medical Tracker.

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 Principal and staff members.

3.3 The (Exec) Principal:

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate and that appropriate measures are put in place
- Making sure that adequate space is available for catering for the medical needs of pupils
- Reporting specified incidents to the HSE when necessary.

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Informing the Principal or their manager or any specific health conditions or first aid needs.
- If staff are first aid trained, they will be expected to record details of first aid care given to pupils and staff on Medical tracker.
- Ensuring that there is a qualified first aider present on a school trip and that the first aid trip bag has been collected, checked and returned to the office.

3.5 The Office Manager:

- is responsible for ensuring training is up to date.

- is responsible for ensuring that all designated first aiders re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.
- is responsible for checking and replenishing first aid boxes and portable bags;
- is responsible for ensuring that first-aid equipment is suitably marked and easily accessible;
- is responsible for ordering more items immediately;
- is responsible for ensuring that Medical Tracker is up to date and fully operational;
- is responsible for ensuring that all out of date items are discarded and replaced.

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 the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, the office staff will contact parent/carers and ask them to collect their child. On the parent/carer's first arrival , the first aider will recommend next steps to them.
- If emergency services are called, the office staff will contact parent/carers immediately.
- The first aider will complete an accident form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- There will be at least one person who has 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 make sure they always have the following:

- A mobile phone
- A portable first aid kit including, at a minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleaning wipes
    - 2 pairs of disposable gloves
- Information about the specific needs of pupils
- Parent/carers contact details

Risk assessments will be completed by the Year group teachers and checked by a member of the senior leadership team prior to any educational visit that necessitates taking pupils off

school premises. The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parent/carers can collect their child will depend on the location and duration of the trip.

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 (EYFS).

5. FIXED AND PORTABLE FIRST-AID BOXES

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits

- All School first-aid boxes and portable bags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

- Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located: in the First Aid Area (near the School Office), Early Years area and Learning Resource Corridor (LRC).

6. Record Keeping and reporting

6.1 First aid and Medical Tracker

- An online accident form will be completed on Medical Tracker by the first aider who gave the treatment on the same day or as soon as possible after an incident resulting in an injury

The information recorded will include:

- date, time and place of incident;
- name and, where relevant, job title of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital,
- name and details of the first aider or person dealing with the incident.

- Records held on Medical Tracker 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 Principal will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7)

The Principal will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay by telephone and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
  - Fractures other than to fingers, thumbs or 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) which: covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury of asphyxia
  - Any other injury resulting 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Principal will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences
These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

6.3 Notifying Parents/carers

All parents will be notified of an accident or injury by medical tracker. However, where the incident is more serious, and or involves a head injury, parents will be called immediately. Parents will also be informed if emergency services are called.

7. Training

All school staff are able to undertake first aid 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.

The school will arrange for first aiders to retrain before their first aid certificate expires.

At all times, at least 1 staff member will have a current paediatric (PFA) certificate that meets the requirements set out in the Early Years Foundation statutory framework. The PFA is renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the Principal and will be reviewed by the Principal every two years.

At every review the policy will be approved by the Principal. The first aid provision at school will be reviewed by the Principal and first aiders at least annually.

9. Links with other policies

The first aid policy is linked to the:

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