



# First aid policy

King's Academy Northern Parade



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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](#) 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 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 Aiders are: **Roberta Austin & Chris Coster**. 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 (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.

### 3.2 The local authority and governing board

Portsmouth City Council as 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.

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### 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 First Aiders 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) for all incidents they attend to where a first aider/appointed person 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
- › 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 office staff contact parents immediately. If parents/carers cannot be contacted a member of staff will accompany the child until they arrive.
- › In case of non-urgent hospital treatment, parents will be contacted immediately and informed they need to take their child to hospital. If parents cannot be contacted member of staff will transport the child to hospital. Only staff cars insured to cover transportation will be used.
- › No individual member of staff will be alone with a child in a vehicle.
- › If a child goes to hospital, a first aider and the Headteacher will fill out an accident report form.
- › 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
- › First aiders will wear disposable gloves where bodily fluids are present
- › All dressings/materials that have been in contact with bodily fluids must be disposed of in a designated medical bin (Yellow). These are collected regularly by an outside agency.
- › If a child vomits or has diarrhoea in school, they will be sent home and will not be able to return to school for 48 hours since the last episode.
- › Staff do not examine children for headlice, if we suspect a case of headlice we will send a general text/letter to advise all parents to examine their child's head. For persistent cases parents will be contacted directly.
- › The Defibrillator is located in the Leadership Office, this can be used by any member of staff in case of an emergency – the procedure will be relayed by ambulance staff over the phone.

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
  - Pupil medication as required i.e. Epi Pen/Inhaler
  - Medical Care Plans.
  - 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, staff contact parents immediately. If parents/carers cannot be contacted a member of staff will accompany the child until they arrive.
  - In case of non-urgent hospital treatment, parents will be contacted immediately and informed they need to take their child to hospital. If parents cannot be contacted a member of staff will transport the child to hospital. Only staff cars insured to cover transportation will be used.
  - No individual member of staff will be alone with a child in a vehicle.
  - If a child goes to hospital, a first aider and the Headteacher will fill out an accident report form.

### 4.3 – Accident involving the head

- The governing body recognise that accidents involving the pupils head can be problematic as the injury may not be evident and the effects only become noticeable after a period of time
- A cold compress will be applied to all head injuries.
- A telephone call will be made to parent/carers if the first aider is concerned about the injury sustained
- All head bumps are acknowledged by a text sent home to the parent/carers
- An incident report slip will be sent home via the child for all accidents involving the head (appendix 3)
- Class teacher signs bumped head slip so that they are aware to monitor the pupil throughout the day.
- Children will wear a bumped head wrist band so that staff are aware of the injury.

Risk assessments will be completed by the Year Group lead prior to any educational visit that necessitates taking pupils off school premises.

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. Health care plans

First aider/class teacher to review annually with

parents/carers.

Location:

- Junior and Infant medical rooms
- Copies kept securely in classroom and shared areas
- Main school office

Transferred securely to new school on transition.

## Medication

Emergency medication is located in a secure cabinet or fridge in the medical rooms.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the 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 a serious 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.
- A slip signed by a first aider and class teacher goes home to the parent/carer.
- A record will also be uploaded to SafeSmart by the First Aider.

### 6.2 Reporting to the HSE

The first aider 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 first aider will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 5 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 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.

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 Designated Safeguarding Lead.

At every review, the policy will be approved by the headteacher and governing board 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
- Administering medication policy

**Appendix 1: list of appointed persons(s) for first aid**

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Roberta Austin	Junior LSA – First Aider	02392 662129
Christine Coster	Infant LSA – Pediatric First Aider	02392 662129



Appendix 2: accident report form

## Portsmouth City Council 'Accident' Report Form

**Section 1: Injured person and manager to complete** (as soon as possible after incident)

<b>Section 1a: Incident type</b>					
Is the incident a..? <i>(tick appropriate box)</i>	Accident resulting in injury: <input type="checkbox"/> <i>Now go to section 1c:</i>	Dangerous occurrence: <input type="checkbox"/> <i>Now go to section 1c:</i>	Occupational disease: <input type="checkbox"/> <i>Now go to section 1b:</i>		
<b>Section 1b: Notification of occupational disease:</b>					
Give details of the occupational disease			<i>Now complete section 1d:</i>		
<b>Section 1c: Accident (or incident) details:</b>					
Date of accident:		Time of accident:		Name of site/school:	
Location of accident scene? (Exactly where on site did the accident occur)					
Brief summary of the accident/incident (facts only – use continuation section on page 2, if necessary)?					
<i>If reporting a dangerous occurrence – sign and date this form below and forward to your manager:</i>					
Brief details the injury(s) sustained?					
What part of the body was injured?					
Was first aid/medical attention required at the scene?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , give details (What treatment/by whom?)			
Was the injured person taken to hospital direct from accident scene?				No <input type="checkbox"/>	Yes <input type="checkbox"/> if yes, which hospital?
Name(s) of witnesses and contact telephone numbers?					
<b>Section 1d: Injured person(s) details</b> (or name of person reporting incident where no injury sustained)					
The injured person is a:- (tick appropriate box)	Council <input type="checkbox"/> employee	Temporary worker <input type="checkbox"/> (Contractor, agency staff, trainer, etc.)	Client/ service-user <input type="checkbox"/>	Member of public <input type="checkbox"/> (visitor, pupils, etc.)	
Injured person's full name?			Job title? (if applicable)		
Name of their manager (if council employee)?			Service/Department:		
Place of work (home address for non-employee)					
Male/Female (M/F)		Age	under 18 <input type="checkbox"/>	18 - 64 <input type="checkbox"/>	65 + <input type="checkbox"/>
				Tel No. (work, if employee):	

Name of person completing 'section 1' (print): .....

Date completed:

Contact telephone number: (print): .....

**Section 2: 'Injured Persons' manager to complete - to be sent to H&S Unit within 5 days of incident**

<b>Section 2: Management action taken post incident</b>
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Have you investigated the incident (whether a brief discussion with the individual involved - or a detailed management review of the accident and outcome)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you identified what caused the accident to happen?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , give brief details here!   <input type="checkbox"/> <input type="checkbox"/>
Were witness statements taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have photographs been taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the accident result in time off work - not including the day of the incident	Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , (tick correct box)	<input type="checkbox"/> Returned to work on: (insert date here) <input type="checkbox"/> Still on sick leave <input type="checkbox"/>
Is this incident RIDDOR reportable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a copy of the RIDDOR attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have outside agencies been involved in the incident i.e. HSE, police, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , give details here!	
What additional management controls have been implemented to stop a similar incident occurring?	Give details of new management controls here (use continuation section if needed):		

Name of person completing 'section 2' (print): ..... Date completed: .....

Contact telephone number: (print): .....

**Continuation Section**

<i>Insert additional information here:</i>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**Section 3: To be completed by PCC H&S Unit within 15 days of incident**

<b>Section 3: H&amp;S Unit actions taken post-incident</b>	
Has the H&S Unit had any involvement post-incident	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Has this report form been completed to a satisfactory standard?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give details here!
Is the incident RIDDOR reportable?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Does anyone else need to be informed of this incident (internally/externally)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Any additional comments relating to this incident?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Has this report been recorded on the corporate database?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give details here!

Name of H&S Unit Rep (print): .....Signature:

Date:.....

# Appendix 3 – ACCIDENT/INCIDENT/ILLNESS REPORT SLIP

<b>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</b>		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		
				Authorised Signature
Details of Treatment and Additional Comments				