



## First Aid Policy

Lead member of staff	Brian Ball (Interim Headteacher)
Approval Level	Full Governing Body
Signed by	Nicola Waters, Chair of Governors
Date Approved	20 <sup>th</sup> March 2024
Next Review	Spring 2027

### Policy Statement

The Governors and the Headteacher of Billingshurst Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulation 1995.

The provisions of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

### Statement of First Aid Organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school, which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

### Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in the government publication *First aid in schools, early years and colleges Guidance for employers in early years, schools and colleges on first aid provision*. Published 15 August 2000, last updated 14 February 2022.

The locations of the First Aid Kits in school are:

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- School Office (Main Entrance)
- Key stage 1 First Aid room (adjacent to the playground and playtime toilets)
- Key stage 2 West Wing (in the disabled toilet and wet room adjacent to Year 5 Nepal Class)

The relevant full First Aiders will check the contents of the kits on a regular basis (at least half termly) for KS1 and KS2. They will ensure that sterile expired items are disposed of and replaced and that any non-sterile items are still fit for purpose.

The school's Appointed Persons for First Aid are the members of staff who have undertaken the 3-day course on 'First aid at Work' training. See list of these in Appendix A.

Whole staff training on 'Emergency First Aid at Work' (1-day course) will be undertaken every three years and all teaching and support staff will be invited to attend.

There will be at least three members of staff who have undertaken the paediatric first aid course.

### **Off-site activities**

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPens etc.

A person who has been trained in first aid will accompany all off-site visits.

### **Information on First Aid arrangements**

The Head teacher will ensure all employees at the school are aware of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

### **Accident Reporting**

The Governing body will implement the LEA's procedure for reporting:

- All accidents to employees.
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR (a copy of this guidance is kept in the main office) in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.

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- An accident, which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school, which requires immediate emergency treatment at hospital.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LEA.

All accidents to non-employees (e.g. visitors), which result in injury, will be reported to the authority.

### **Pupil accidents involving their head**

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- In KS2 where emergency treatment is not required, a "Head bump" letter and sticker will be sent home to the child's parents or guardians.
- In EYFS/KS1 children's parents will be called soon after the incident to inform them.

### **Transport to hospital or home**

- The Headteacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parents will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will arrange to contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide how best to transport the pupil to hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.

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- The second member of staff will be present to provide supervision for the injured pupil.

### **Personnel**

Appointed persons see overleaf

A comprehensive list is kept by the School Business Manager and in the Child Protection file.

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### Appendix A Appointed Persons – details of their training

#### First Aid at Work - 3 day course

Staff member	Department	Certificate date	Valid until
Octavia Holmes	School office	April 2022	April 2025
Katie White	School office	October 2022	October 2025
Caroline Molla	Classrooms	October 2022	October 2025

#### Paediatric First Aid – 2 day course

Staff member	Department	Certificate date	Valid until
Daisy Tanner	Classrooms	November 2022	November 2025
Claire Palmer	Classrooms	September 2021	September 2024
Hannah Woods	Classrooms	September 2021	September 2024
Chantal Dewell	Classrooms	October 2023	September 2026
Liz Barnes	Classrooms	September 2023	September 2026
Helen Pullen	Classrooms	September 2023	September 2026
Katja Scurr	Classrooms	November 2022	November 2025
Sharon Bradley	Classrooms	November 2022	November 2025

#### Emergency First Aid at Work (One Day)

Staff member	Department	Certificate date	Valid until
Katja Scurr	Classrooms	November 2022	November 2025
Sharon Bradley	Classrooms	November 2022	November 2025
Daisy Tanner	Classrooms	November 2022	November 2025
Bim Olubajo	School office	September 2022	September 2025

#### Emergency First Aid (One day)

Staff member	Department / work area	Certificate date	Valid until
Liz Barnes	Classrooms	September 2023	September 2026

#### Online First Aid Basics Sports

Staff member	Department	Certificate date	Valid until
Jane Footer	Classrooms	February 2023	February 2025

Green shading denotes Appointed Persons in the school for first aid