

**EDWARD PEAKE  
C of E (VC) SCHOOL**



**First Aid Policy**

**2024 -2025**

## **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

### **1. Legislation and guidance**

- [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
- Local guidance has been followed regarding Covid 19.

### **2. Roles and responsibilities**

#### **2.1 Appointed person(s) and first aiders**

The medical needs coordinator is 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
- Contacting parents/carers to advise first aid incidents, where necessary

- Sending pupils home to recover, where necessary
- Logging the incident on CPOMS on the same day, or as soon as is reasonably practicable, after an incident

First aiders are trained and qualified to carry out the role (see section 6) 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.

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

## **2.2 The local authority and governing board**

Central Bedfordshire 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 leadership team

## **2.3 The Headteacher**

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

- Ensuring that an appropriate number of 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)

*\*The Headteacher may delegate these responsibilities to another member of the leadership team if required.*

## **2.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

### 3 First aid procedures

#### 3.1 In-school procedures

**Covid 19 incident or possible case**

**RED LEVEL INCIDENT**  
Fainting, serious head injury, serious injury which could result in a death, bone break or dislocation, serious burns, serious bleeding (gushing), fitting  
\*Not an exhaustive list

**ORANGE LEVEL INCIDENT**  
Bumps, grazed knees or elbows, small cuts, nose bleed, sprains, small burns, vomiting, feeling lightheaded or dizzy.  
\*Not an exhaustive list

**GREEN LEVEL INCIDENT**  
Hayfever, headaches, stomach cramps, tooth fallen out, paper cut  
\*Not an exhaustive list

## **FLOW CHART**

### **A child is feeling unwell.**

Symptoms of COVID-19 can include

- a high temperature or shivering (chills) –a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough –this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick.

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

Children or adults with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend their education or childcare setting.

Children or adults who are unwell and have a high temperature should stay at home and where possible, avoid contact with other people. They can go back to their education or childcare setting when they no longer have a high temperature, and they are well enough.

Pupils should be sent home from school if they are suffering from a high temperature. Pupils no longer require a separate isolation area.

Advice to parents.

If, however, a child has had a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults. Children and young people who usually go to school, college, or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

#### **All other symptoms**

##### **Stage 1**

The member of staff assesses the pupil in the lesson and decides if the pupil requires first aid. The teacher sends the pupil to the medical room with a TA or alone. A pink slip must be completed by the teacher for each pupil. If urgent first aid is required in the classroom, another child should be sent to the office with a pink slip.

##### **Stage 2**

The dedicated first aid area is the medical room. Pupil is monitored by the medical needs coordinator. Treatment may be given; the pupil returns to class or is sent home.

##### **Stage 3**

The member of staff monitors the child in class after they return from the first aid area. Further advice may be needed if the child continues to feel unwell. Member of staff begins stage 1 again.

## FLOW CHART

Break and lunchtime arrangements The member of staff will follow the same procedure as described above.

IF A CHILD IS AT RISK OF IMMINENT DEATH OR LIFE THREATENING INJURIES AT ANY TIME, PLEASE USE THE RADIO CALL SIGN

**URGENT HELP NEEDED TO \_\_\_\_\_(ROOM/LOCATION)**  
OR

Press the emergency button on SIMS.

### 3.2 Off-site procedures

School trips may be permitted depending on the level of risk attached to the trip. A full pre-trip discussion should take place with the Deputy Headteacher and Educational Visits Coordinator.

### 4.0 First aid equipment

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

- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Tweezers
- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School minibus

The first aid kits will be checked by the following members of staff:

- The medical needs coordinator will have overall responsibility for the first aid kits around school.
- The science and technology technicians will have responsibility for the first aid kits within their departments.

Defibrillators are stored in:

- The Medical Room
- The Science Prep Room
- Defibrillators will be checked monthly by the medical needs coordinator

## **5.0 Record-keeping and reporting**

### **5.1 First aid and incident record log**

- Incidents and accidents will be logged on CPOMS by the Medical Needs Coordinator 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 logging the incident or accident.
- First aid information will be sent to parents/carers electronically using AnyComms and recorded in CPOMS in line with our risk assessment procedure.

### **5.2 Reporting to the HSE**

The Deputy Headteacher 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 Deputy Headteacher 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.

A member of the admin team will log the incident on AssessNet and complete relevant Central Bedfordshire Council documentation.

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

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>

### **5.3 Coronavirus (COVID-19)**

Covid-19 positive cases will be reported to Central Bedfordshire Council in line with the current government guidelines. The school will work closely with the council and Public Health England.

### **5.4 Notifying parents**

The medical needs coordinator will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **5.5 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 Central Bedfordshire Council of any serious accident or injury to, or the death of, a pupil while in the school's care.



## **6. 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

## **7. Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team annually in line with government guidelines.

## **8. Personal Protective Equipment**

The PPE within the school is held in a secure location away from the main first aid room. Stock includes:

- Disposable face masks
- Disposable aprons
- Surgical gloves in different sizes
- FFP2 and FFP3 respirators for the dedicated COVID-19 first aid response team
- Individual safety glasses for the dedicated COVID-19 first aid response team
- Visors
- Hand sanitizer

PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell and requires first aid which potentially increases the risk to the member of staff supporting.
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.

The first aid team will be issued with PPE to deal with injuries, sickness and suspected Covid-19 cases.

The site agent will be issued with PPE to clean the isolation areas following a suspected Covid-19 case.

The first aid team will receive full training in the use, storage and disposal of PPE.

**School designated lead for PPE: Mrs H Waddington**

## **10. 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

Date approved: November 2024

Review date: November 2025

**Appendix 1: list of appointed first aiders**

Staff member's name	Role
J Harris	Medical Needs Coordinator
A Harding	Office Manager
J Curtis	Receptionist/Clerical Assistant
L Murray	Receptionist/Clerical Assistant
M Duffy	Leader of Humanities
R Cameron	School Administrator
Lewis Dunne	Classroom Behaviour Support Worker
Elain Barbet	Midday Supervisor