



FIRST AID POLICY

November 2023

Version	Date	Actions taken	Person responsible
1	10.01.2015	Policy reviewed	
2	23.01.2017	Policy review and minor updates	Darren Coult
3	12.11.2018	Policy reviewed and agreed	Finance & Resources Committee
4	28.11.2022	Policy reviewed and agreed	Finance & Resources Committee
5	27.11.2023	Policy ratified	Finance & Resources Committee

1. Introduction

This policy outlines the Queens' Federation's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed regularly.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work

2. Aims

- To identify the first aid needs of the Queens' Federation in line with The Health and Safety (First-Aid) Regulations 1981. [Legislation - First aid at work \(hse.gov.uk\)](http://hse.gov.uk).
- To ensure that first aid provision is available at all times and the Federation provides adequate and appropriate equipment, facilities and personnel to ensure their employees, pupils and visitors receive immediate attention if they are injured or taken ill at work.

3. Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of both schools.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the schools' First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4. Duties and responsibilities

The Headteacher is responsible for ensuring:

- The health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
- Risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The policy is put into practice.
- Detailed and effective procedures.
- The policy and information on the school's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils. A first aid kit must always accompany teachers on any off-site activity.

The First Aider will:

- Take charge when someone is injured or becomes ill.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Ensure that first aid equipment is appropriately stocked e.g. restocking the first aid boxes.

5. Staff Training

First Aiders must have completed and keep updated a training course approved by the HSE (which includes a paediatric first aid qualification). A minimum of 2 First Aiders will be appointed from amongst volunteers on the school staff at each school. In addition, all of the Deputy Headteachers maintain up-to-date First Aid qualifications. One of these First Aiders must be on the school site whenever there are children present.

We also ensure that there are additional paediatric First Aiders in our Early Years classrooms at each school in recognition of the vulnerability of our youngest children. An Early Years First Aider will be available at all times. In the Queen Emma Nursery (where we also have a dedicated 2-year-old room), almost all the staff are paediatric First Aiders.

The Headteacher will consider the findings of the risk assessment in deciding on the number of First-Aiders required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular we will consider:

- Off-site PE
- School trips
- Aspects of the curriculum which include specific risk e.g. DT
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover by First Aiders is available at all times when people are on school premises.

Many staff have attended one day “Emergency First Aid at Work” training. Most teachers and some TAs attend annual first aid training as required for teaching swimming in the school pool at Queen Edith. In addition, most staff receive annual “epipen training” to ensure correct procedures are followed for children with severe allergies.

6. Risk assessments

Reviews are required to be carried out at least annually, and when circumstances alter, by the Resources Committee. Recommendations on measures needed to prevent or control identified risks are communicate to the Headteacher and Governors through the Resources Committee.

7. Monitoring and Evaluation

As part of the Federation's annual monitoring and evaluation cycle, the Health and Safety Committee reviews the School's first-aid needs following any changes to staff, building/site, activities, etc.

The Health and Safety Committee (alongside the Deputy Headteacher for Inclusion) monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions. The Health and Safety Committee also monitors the emergency first-aid training received by other staff and ensure appropriate training.

A nominated First Aider checks the contents of the first-aid boxes at least termly. All first-aid containers must be marked with a white cross on a green background. Spare stock should always be kept in school. The dates on this spare stock are also checked termly.

8. Providing information

The Headteacher will ensure that staff are informed about first-aid arrangements. Information packs for new staff are given as part of their induction programme. Information is also displayed on first-aid notice boards.

9. Accommodation

A suitable area for medical treatment, and care of children during school hours, is provided, which is close to a toilet and washbasin. A designated refrigerator is also used for the safe storage of medicines.

10. Hygiene/Infection control

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care should be taken when disposing of dressings or equipment.

11. Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office, clearly labelled with the contents and child's name. A form detailing the dosage and times when the medicine should be taken must be completed. The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance.

Staff will be trained for the administration of medication where a child has specific medical needs.

12. Reporting accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported. The school must send an electronic record to Cambridgeshire County Council and keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported:

- a) Involving employees or self-employed people working on the premises:
 - accidents resulting in death or major injury (including as a result of physical violence)
 - accidents which prevent the injured person from doing their normal work for more than three days

- b) Involving pupils and visitors:
 - accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with:
 - work. i.e. if it relates to any school activity, both on or off the premises
 - the way the school activity has been organised and managed
 - equipment, machinery or substances
 - the design or condition of the premises

The County Council must be notified of fatal and major injuries and dangerous occurrences without delay using this link <https://www.reportincident.co.uk/>. The Headteacher is responsible for ensuring this happens, but may delegate the duty to a member of the Senior Management Team.

13. Record keeping

The Headteacher must ensure that a record is kept of any first aid treatment given.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

A termly review and analysis of accident records is conducted by the Health and Safety Committee.