



# PIONEER FEDERATION



## First Aid Policy

<b>Review cycle</b>	1 / 2 / 3 years	<b>Date:</b> September 2024
<b>Approved by</b>	Executive Headteacher	
<b>Changes made in this review cycle</b>	<b>September 2024</b> First aid training updated Reviewed and changes made November 2024	
<b>Linked policies</b>	Safeguarding and Child Protection Supporting Children with Medical Conditions	
<b>Signed</b>		<b>Date:</b> September 2024
<b>Position</b>	Executive Headteacher	
<b>Date of next Review</b>	September 2025	

## **POLICY STATEMENT**

Pioneer Federation will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

## **AIMS & OBJECTIVES**

To ensure that First Aid provision compliments the safeguarding provision within the school. This policy should be read in conjunction with the Health and Safety Policy, Supporting Children with Medical Conditions Policy and the Safeguarding and Child Protection Policy.

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](#) 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 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

### **The Executive Headteacher and/or Head of School will:**

- Ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- Provide sufficient and appropriate resources and facilities.
- Provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- Inform staff and parents of the School's First Aid arrangements.
- Report, record and where appropriate investigate all accidents.
- Keep accident records and to report to the Health and Safety Team who will report to HSE as required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulation 2013 (RIDDOR).
  - ensure that sufficient persons are nominated to provide first aid, in accordance with first aid risk assessment.
  - ensure that risk assessments for each site incorporate appropriate reference to suitable first aid provision

- ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual accredited by UKAS or from one of the Voluntary Aid Societies, to enable them to carry out their duties
- ensure First Aiders hold current First Aid training certificates
- ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- ensure that adequate communications are in place for contacting all First Aiders
- arrange for the honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three day course) by way of a grant in recognition of their services (contact Employee Services)
- ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- take the requirements of this Policy into account when placing orders for goods or services
- arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.
- agree common first aid arrangements where a workplace is shared with other agencies or departments
- implement and monitor this Policy and associated documentation within their area of responsibility

## Definition of Terms

- A **first aider** is an adult who has successfully completed and holds a current **first aid at work** certificate (3 days) (delivered by [organisations regulated by Ofqual, accredited by UKAS or from one of the Voluntary Aid Societies.](#)) Re-certification 2 day course every 3 years.
- The role of the first aider is to administer first aid to staff, service users, clients, visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.
- An **emergency first aider in the workplace** is an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). Refresher training required every 3 years.
- Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.
- The Early Years Foundation Stage Statutory Framework states that, “at least one person who has a current **full paediatric first aid certificate** must be on the premises at all times when children are present. There must be at least one person on outings who has a paediatric first aid certificate.” This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.
- The Health and Safety Executive (HSE) has issued the following guidance: “Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore the HSE strongly recommends that it is good practice for first aiders to complete **an Annual Skills Update** during any three year First Aid at

Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures.”

- On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work re-certification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three year certificate.
- Every effort will be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three month period, there is a two month period of grace within which a First Aid at Work recertification course or Emergency First Aider in the Workplace course should be completed. **Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.**
- Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of two months after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

## **FIRST AID PROVISION**

Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider.

### **First Aid kits are available at the following locations:-**

Kitchen

Reception Class

Y1/Y2 Classroom

Y3/Y4 Classroom

Y5/Y6 Classroom

Central office area/First Aid room or space

Portable First Aid Kits for general outing use are kept in the First Aid area (if items are used, these must be replaced at the end of the outing). If more than one coach is used for transport, there must be one first aid kit per coach.

Portable First Aid Kits for sports sessions use are kept in the First Aid area (if items are used, these must be replaced at the end of the sports session).

It is the schools responsibility to check the contents every term and re-stock as necessary.

The care suite is the designated area for first aid treatment, administration of first aid and for children who are unwell (sickness) at Park Mead.

There is a designated area for children who are sick and waiting to be collected by parents/carers at each school.

**All staff must ensure that they have read the School's First Aid Policy – located in the School Office, policies folders and on Pioneer shared drive, School Policies and Documents. First Aid Rotas are located in the Staff Room.**

### **FIRST AID TRAINING**

The Head of School, with the School Secretary, is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons. There is a list of first aiders displayed around the school site.

First Aid training must only be delivered by [organisations regulated by Ofqual, accredited by UKAS or from one of the Voluntary Aid Societies](#).

- First Aid at Work Certificate (3 days)
- First Aid at Work Re-certification course (2 days)
- Full Paediatric First Aider Certificate (2 days)
- Emergency First Aider in the Workplace (1 day)
- Annual Skills Update (3 hours).

Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

**Appointed Persons:** Senior Management Team

Any member of staff can call an ambulance, giving clear information on the nature of incident. Then go out to ensure clear access for ambulance, if necessary asking parents to move cars.

### **First aid procedures**

#### **In-school procedures**

All nominated First Aiders have successfully completed a three-day First Aid at work course and/or full paediatric first aid training. They have no medical training. They can provide basic emergency care at the time of an injury or serious, acute illness until medical assistance is sought.

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 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 [a member of SLT] will contact parents immediately
- The [first aider/relevant member of staff] will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current full paediatric first aid (PFA) certificate on the premises at all times.

## Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including (see appendix 2)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box (see appendix 2)

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

There will always be at least 1 first aider for KS1 & 2 off site visits. There will always be at least 1 first aider with a current full paediatric first aid (PFA) certificate on school trips with EYFS and off site visits, as required by the statutory framework for the Early Years Foundation Stage.

## INCIDENT REPORTING

- Injuries deemed to be minor can be dealt with by any member of staff.
- More significant injuries will be referred to a First Aid at Work or Paediatric First Aider and the injury details recorded on Medical Tracker – the online recording platform
- Medical tracker can be accessed on the designated tablet, or on any other school laptop or tablet.
- **Both parents/carers** will be automatically contacted via email through the Medical Tracker platform if their child has had an injury.
- The First Aider, with support from SLT, will contact the parents if they have any concerns about the injury, or need to send a child home through illness.
- **There is a script for members of staff to follow when contacting parents – see appendix 3.**
- All injuries recorded on Medical Tracker must be completed by the person administering First Aid. These records are stored digitally until the child is 25 years of age.
- When on a school trip, the allocated first aider should note down any injuries and record on Medical Tracker on the return to school.
- Where first aid is carried out on a member of staff in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on Webshop.
- Injury Record Log should be viewed and signed at a minimum termly by Health & Safety Governor.
- **When a child has been hurt by another child and has received first aid, the class teacher must inform the parent of the child who has been hurt.**

**If the accident meets the requirements under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR), the necessary reports will be made by the ESCC Health and Safety Team.**

## HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- All head injuries should be monitored closely and report made on Medical Tracker which will then be emailed to the parent. At the end of the day, the parent must sign EITHER a printed copy of the form, or sign digitally on the tablet to acknowledge awareness of the injury.
- It is the school's policy for a member of staff to use their discretion in deciding whether a phone call to parents/carers is required. If the child is presenting with NHS Symptoms warning:

The NHS states that it is essential to seek further medical attention if any of the following occur in the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed.

- All staff are to seek advice from one of the school's trained First Aid At Work or Paediatric trained member of staff.
- This policy extends to all injuries that have come about in school or on a trip.
- Any head injury that has been assessed as serious should always be referred for Hospital treatment in accordance with Emergency Arrangements.

### **URGENT/EMERGENCY ARRANGEMENTS**

In the event of more serious injury, we will advise parents so that they can arrange the necessary treatment. If a child requires urgent/emergency treatment, we will contact the emergency services immediately and inform parents as soon as we can.

- In the event that the parents or emergency contacts for that child cannot be contacted, 2 members of staff will accompany the child to hospital and remain with them until the parents can be contacted.
- In the absence SLT being on site or unavailable we would call an ambulance for the following :-
  - In the event of a serious injury
  - In the event of any serious head injury
  - In the event of a period of unconsciousness
  - Whenever there is the possibility of a fracture or where this is suspected
- In a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call.
- All staff members will use their professional judgement to take the most appropriate action and will contact a medical professional when required e.g. calling 111 to get advice.

### **HYGIENE/INFECTION CONTROL**

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a plastic bag and disposed of carefully and safely.
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly.
- Body fluid spillages on hard surfaces should be cleaned up then bleached.
- Exposed cuts and abrasions should always be covered.
- Ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements

### **SHARING OF INFORMATION – Medical Alert Posters/Health Care Plans**

- See Supporting Children with Medical Conditions

**Caretaker/ Site Manager must:**

- ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises.
- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.



## Appendix 1: Contact details for East Sussex County Council

<p><b>Enquiries:</b> Health &amp; Safety Team <b>Author:</b> Health &amp; Safety Team <b>Telephone:</b> 01273 336306 <b>Email:</b> <a href="mailto:healthandsafety@eastsussex.gov.uk">healthandsafety@eastsussex.gov.uk</a> <b>Download this document</b> From: Intranet and Webshop</p>	<p><b>Version number:</b> 03</p>
<p><b>Accessibility help</b> Zoom in or out by holding down the Control key and turning the mouse wheel. CTRL and click on the table of contents to navigate. Press CTRL and Home key to return to the top of the document Press Alt-left arrow to return to your previous location.</p>	

## Appendix 2: Approved Contents of First Aid Boxes

### What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

### Important points:

- where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used and must be used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted
- the use of antiseptics is not necessary for first aid treatment of wounds
- under no circumstances must medication or tablets be kept in first aid boxes/kits.

When taking pupils off the school premises, staff will ensure they always have the following:

A portable first aid kit including, at 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 cleansing wipes
- 2 pairs of disposable gloves

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

### **Appendix 3: Script for Communication with parents on telephone**

When a first aider contacts the parent, advice will always be to go to minor injuries/ A&E when the child presents with:

Potential broken nose

Potential broken limb

Non-severe Head injury

Minor allergic reaction

Potential cut that needs stiches/glue

Non-severe bleed (judged on how much it is bleeding)

#### Script:

Your child is presenting with (List symptoms) you **need** to come and collect your child and take them to either minor injuries or A&E.

**Parent response:**

**If parents can't come:**

If you can't come please arrange for someone else to come as soon as possible. If you cannot arrange for someone to come within 30 minutes we will call the emergency services.

When parent arrives at school:

Explain how the child has been and then advice again that they need to take their child to minor injuries or A&E.

School to ensure they have written on Meditracker what advice or information was given to the parent (include which member of staff spoke to which parent).