WINDMILL CHURCH OF ENGLAND PRIMARY SCHOOL

First Aid Policy

Sept 2023

Our Vision

1 Corinthians 16:14: Do everything in love

Guided by God's love, our courage, compassion and advocacy inspire others and nurtures self-belief, resilience and confidence. As one community and one family, we flourish academically, socially, morally and spiritually achieving our dreams and showing the world just who we are.

Contents

1. Aims 3
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. First aid procedures 5
5. First aid equipment 5
6. Record-keeping and reporting 6
7. Training 7
8. Monitoring arrangements 7
9. Links with other policies 8
Appendix 1: list of trained first aiders 9
Appendix 2: Accident report form 9
Appendix 3: Windmill C of E School Guidance…… 11
Appendix 4: Accident Reporting Procedure……. 12

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, 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 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

Windmill C of E has produced a guidance booklet for reporting an accident/dangerous occurrence and all staff must familiarize themselves with this (Appendix 4)

3.1 Appointed person(s) and first aiders

The school's appointed persons are Naomi Neul and Emma Turnbull. 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 governing body

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 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 incidents to the Local Authority who, the School understands, will in turn notify 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 2) for all incidents they attend to where a first aider is 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 Manager (Angie Cookson) or School Business Manager (Emma Turnbull) will contact parents as soon as possible
- 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

4.2 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teachers prior to any educational visit that necessitates taking pupils off school premises. These will be checked by the Educational Visits Coordinator and recorded on Evolve.
There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages

- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.
First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The Reception Classroom
- The school kitchens

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 an 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.

6.2 Reporting to the HSE

The Local Authority and School Business Manager (Emma Turnbull) 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 Local Authority will, the School understands, report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 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 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

6.3 Notifying parents

The headteacher or School Business Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The headteacher (Darren Foulke) 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 (Darren Foulke) will also notify The Kirklees Education Safeguarding Team 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 (see appendix 2).
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 the headteacher (Darren Foulke) every year.
At every review, the policy will be approved by the full governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medical Needs Policy
- Intimate Care Policy
- Risk Assessments

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

FIRST AIDERS

Name	Qualification	Date Expires
KS1		
Alison Pinder	Emergency First Aid at Work/Paediatric	16/12/2023 & 19/11/2023
Paul Chorlton	Paediatric/First Aid at Work	04/02/2024 & 15/01/2023
Jill Scott	Paediatric	13/11/2023
Sally Bruce	Paediatric	06/01/2025
Gemma Greenup	Paediatric	28/09/2023
Caroline Anderson	Paediatric	04/02/2024
Kayo Birkenshaw	Paediatric	28/04/2024
Rachel Jones	Paediatric	03/11/2025
Anna Gall	Paediatric	20/01/2025
KS2		
Angie Cookson	Paediatric	12/01/2026
Sonya Archer	Emergency First Aid at Work	16/12/2023
Julie Normanton	Emergency First Aid at Work/Paediatric	21/1/2024 & 24/11/2023
Neil Hallas	Emergency First Aid at Work	10/04/2025
Karen Tindle	Paediatric	19/10/2024
Julie Varley	Paediatric	14/07/2025
Zoe Drury	Paediatric	16/09/2024
Donna Senior	Paediatric	19/10/2024
Julie Gibbon	Paediatric	16/09/2024
Breakfast Club & Lunchtime Supervisors		
Sarah Markham	Paediatric	24/01/2024
Stephen Lodge	Paediatric	23/10/2023
Jackie White	Paediatric	23/10/2023
Joanne Sutcliffe	Paediatric	16/09/2024
Deborah Robson	Paediatric	14/02/2025
Specialist Provision		
Stacy Glister	Paediatric	22/04/2024
Ruth Brown	Paediatric	14/02/2025
Lindsey Howarth	Paediatric	07/03/2025

Appendix 2: accident report form

DATE & APPROXIMATE TIME	DESCRIPTION OF EVENTS	DESCRIPTION OF INJURY	EXACT LOCATION OF INCIDENT	PARENTS TELEPHONED?
		Amber ☐ Red ☐		
NAME & CLASS OF INJURED CHILD				BUMPED HEAD LETTER SENT?
NAME OF FIRST AIDER				
WHAT FIRST AID WAS GIVEN			DID THE CHILD GO TO CLASS/HOME/HOSPITAL?	TEXT MESSAGE SENT BY OFFICE?

TYPE OF ACCIDENT

Fall ☐ Burn ☐ Cut ☐ Bruise ☐ Graze ☐ Broken Limb ☐ Insect Bite ☐ Other (please state) ☐

PLEASE SPECIFY WHAT PART OF THE BODY WAS AFFECTED

	Shoulder	Arm/Hand	Wrist	Finger	Eye	Body	Leg	Knee	Ankle	Foot	Head	Neck	Other (please state)
Left													
Right													

DATE & APPROXIMATE TIME	DESCRIPTION OF EVENTS	DESCRIPTION OF INJURY	EXACT LOCATION OF INCIDENT	PARENTS TELEPHONED?
		Amber ☐ Red ☐		
NAME & CLASS OF INJURED CHILD				BUMPED HEAD LETTER SENT?
NAME OF FIRST AIDER				
WHAT FIRST AID WAS GIVEN			DID THE CHILD GO TO CLASS/HOME/HOSPITAL?	TEXT MESSAGE SENT BY OFFICE?

TYPE OF ACCIDENT

Fall ☐ Burn ☐ Cut ☐ Bruise ☐ Graze ☐ Broken Limb ☐ Insect Bite ☐ Other (please state) ☐

PLEASE SPECIFY WHAT PART OF THE BODY WAS AFFECTED

	Shoulder	Arm/Hand	Wrist	Finger	Eye	Body	Leg	Knee	Ankle	Foot	Head	Neck	Other (please state)
Left													
Right													

Appendix 3

GUIDANCE BOOKLET FOR REPORTING OF AN INCIDENT/ ACCIDENT, DISEASE OR DANGEROUS OCCURRENCE

Introduction
This information booklet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

Reporting Procedures- Employees
An accident form must be completed by either the SBM or, if this is not practical, someone else who was present at the time. This is kept in the SBM's office. **An accident form should be completed for every incident where first aid has had to be administrated.**

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured wherever they are working;

- accidents which result in death or a specified injury must be reported without delay (see appendix 1 'reportable specified injuries)
- accidents which prevent the injured person from carrying out his/her normal work for more than seven consecutive days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see appendix 2 'Reportable diseases').
If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.
Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure (see appendix 2).

Reporting Procedures- Pupils, visitors and contractors

Any visitor or contractor who experiences an accident or near miss incident whilst on the premises must report the incident immediately to the SBM or headteacher.

An accident form must be completed by either the SBM or, if this is not practical, someone else who was present at the time. **An accident form should be completed for every incident where first aid has had to be administrated.**

Any pupil accidents or near miss incidents should be reported to the SBM and in some circumstances to the LA Corporate Safety Team via a LACHSweb report. A copy of the Injured Person report should be given to parents and logged against the pupil's CPOMS account.

Any pupil who experiences an accident or near miss incident whilst on the premises must report immediately to an adult. If an accident occurs first aid should be administered by someone with a relevant first aid qualification and the accident report form should be completed by the first aider. The school office will notify parents of a first aid incident via a text message. If a bump to the head has occurred a letter and phone call home will also be made. All amber and red incidents are logged on CPOMS.

The responsible person will check all accident forms and determine whether an investigation into the accident is required.
Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in;

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries (see appendix 1) and diseases (see appendix 2) only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?
The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors). So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable.

If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

<u>Reporting procedures- Dangerous occurrences and near miss</u>

Dangerous occurrences- This is a near miss which could have led to serious injury or loss of life and these are reportable under RIDDOR. Examples include;

Reportable dangerous occurrences in schools typically include:

- 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.

Near miss- This is an incident that could have resulted in an accident. Knowledge of near misses is very important as research has shown that, approximately, for every 10 'near miss' events at a particular location in a workplace, a minor accident will occur.

A near miss form (see appendix 3) needs completing and handing in to the site manager/ superintendent if a near miss occurs. Examples include;

- a falling object
- tripping over something but not falling
- a machine that is missing a safety guard

Appendix 1 - Specified Injuries

These include:

- 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), which: – cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- 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.

Appendix 2 - Reportable Diseases

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma, e.g. from wood dust and soldering using rosin flux;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Appendix 3 – Near miss form

Windmill Church of England (VC) Primary School
Upper Batley Lane, Batley, West Yorkshire, WF17 0NP
Telephone: 01924 470555
www.windmillcofeprimary.co.uk
Headteacher: Mr Darren Foulke

Near Miss (Potential Hazard)

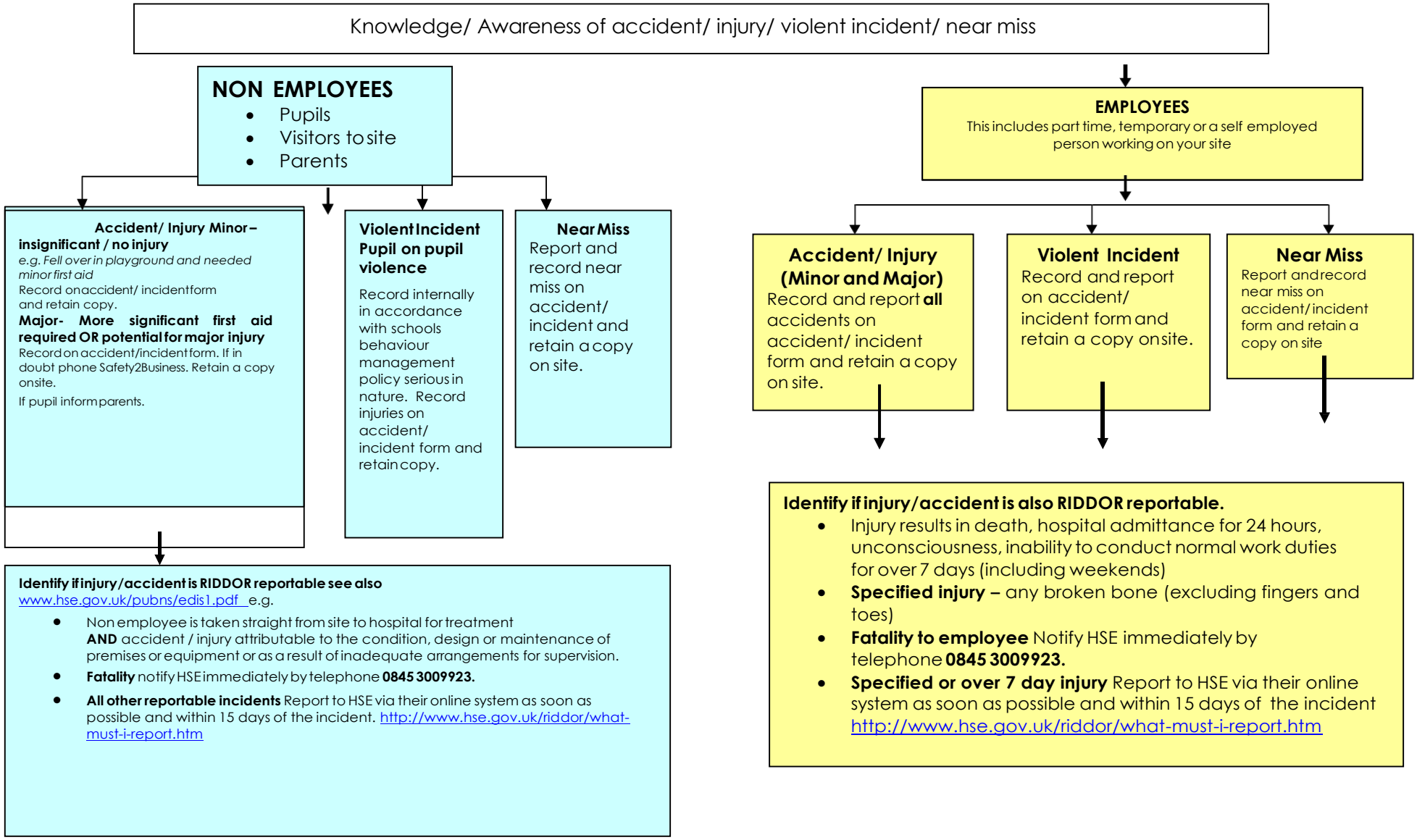
Date:	
Item reported by:	
Locations:	
Subject of Concern:	
Suggested Action:	
Passed on to:	

Signed

Actioned by:	Name:	Date:
		Signed:
Comments:		

Signed D Foulke

Appendix 4 - Accident reporting procedures



- ***Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.***
- ***If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.***