



# The Calder Learning Trust

## First Aid Policy

Approved by:

Governors

Date: March 2024

Next review due by:

March 2025

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### 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed First Aiders in Charge are: Claire Meade (Calder Learning Trust school nurse) and Louise Pickup (primary administrator) 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

Additional 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 as, 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.

### 3.2 The local authority and governing board

Calderdale Local Authority 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 staff members.

### 3.3 The headteachers

The headteachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders 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)

### 3.4 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 as necessary

- 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 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 First Aider will contact parents immediately
- 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
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times in Calder Primary.

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

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 trip leader, prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on EYFS 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

- Please see the appendix for First Aid kit locations.

## 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
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record.
- 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 First Aider 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).

They will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case they will be reported to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

## **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*

- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it 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)

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>

### **6.3 Notifying parents (EYFS only)**

Calder Primary 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. Parents will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

The Primary Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

They will also notify Calderdale LADO 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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by governors annually.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

## Appendix 1: list of First Aiders

### The Calder Learning Trust - First Aiders



First Name	Surname	Dept	Location	Ext / Contact	Date Of Training	Qualification	Expiry Date
Kathryn	Brennan	Admin	Reception	201	Jun-22	First Aid at Work + Paeds	Jun-25
Teal	Bain-Roben	EA	EA Office	-	Nov-21	First Aid at Work + Paeds	Nov-24
Molly	Haran	IB	IB	251	Jun-22	First Aid at Work + Paeds	Jun-25
Scott	Newton	IB	IB	251	Mar-22	First Aid at Work + Paeds	Mar-25
Leanne	Wright	Kitchen		231	Nov-21	First Aid at Work + Paeds	Nov-24
Kirsty	Heginbottom	LS	LS	265	May-21	First Aid at Work + Paeds	May-24
Richard	Halliwell	Maths	Maths	283	May-21	First Aid at Work + Paeds	May-24
Emma	Byrne	Pastoral	KS4 Off	209	May-21	First Aid at Work + Paeds	May-24
Elizabeth	Hainsworth	Pastoral	Medical	221	May-21	First Aid at Work + Paeds	May-24
Chloe	Savage	Pastoral	KS3 Off	234	Dec-19	First Aid at Work	Dec-22
Andrew	Zallman	Pastoral	A2E	286	Jun-22	First Aid at Work + Paeds	Jun-25
Jenny	Atkin	PE	PE	244/264	Jun-22	First Aid at Work + Paeds	Jun-25
Aurora	Carroll	PE	PE	244/264	May-21	First Aid at Work + Paeds	May-24
Lee	Hudson	PE	PE	244/264	May-21	First Aid at Work + Paeds	May-24
Reece	Murgatroyd	PE	PE	244/264	Nov-21	First Aid at Work + Paeds	Nov-24
Kim	Robinson	PE	PE	244/264	May-21	First Aid at Work + Paeds	May-24
Gary	Webb	PE	PE	244/264	May-21	First Aid at Work + Paeds	May-24
Rob	Kenworthy	PE/SLT	Office	215	Nov-21	First Aid at Work + Paeds	Nov-24
Greg	Helliwell	Premises	-	07970 734823	Mar-22	First Aid at Work + Paeds	Mar-25
Mark	Jones	Premises	Premises	07970 734829	Mar-22	First Aid at Work + Paeds	Mar-25
Rob	Sutcliffe	Premises	-	07855 276493	May-21	First Aid at Work + Paeds	May-24
Sophie	Corbett	Primary	Primary	263	Nov-19	First Aid at Work	Nov-22
Paula	Gothard	Primary	Primary	263	Mar-22	First Aid at Work + Paeds	Mar-25
Nicola	Kendall	Primary	Primary	263	May-21	First Aid at Work + Paeds	May-24
Jess	Knowles	Primary	Primary	263	Nov-21	First Aid at Work + Paeds	Nov-24
Lousie	Pickup	Primary	Primary	263	May-21	First Aid at Work + Paeds	May-24
Dawn	Bailey	Safeguarding		268	Nov-21	First Aid at Work + Paeds	Nov-24
Rebecca	Gilhooly	Science	SC6	-	Nov-21	First Aid at Work + Paeds	Nov-24
David	Harrison	Science	SC5.5	239	May-21	First Aid at Work + Paeds	May-24
Sue	Martin	Tech	TEC 1 Off	227	Mar-22	First Aid at Work + Paeds	Mar-25
Steve	Osborne	Tech	TEC 7 Off	-	Mar-22	First Aid at Work + Paeds	Mar-25



## Appendix 2: Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

## Appendix 3: Location of First Aid Boxes

### First Aid Boxes



Location	Checker	Fist Aid Box	EpiPen	Emergency Inhaler	Defib
RECEPTION	Kath Brennan	✓		✓	✓
PRIMARY	Lou Pickup	✓			
KITCHEN/DINER	Leanne Wright	✓	✓		
STAFF ROOM	Greg Helliwell	✓			
DANCE STUDIO	Greg Helliwell	✓			
ENGLISH DEPT	Liz Hainsworth	✓		✓	
SCIENCE PREP MIDDLE	David Harrison	✓			
SCIENCE PREP BOTTOM	David Harrison	✓			
PE OFFICE	Jenny Atkin	✓	✓	✓	
TECH 1	Sue Martin	✓			
TECH 2	Sue Martin	✓			
TECH 3	Sue Martin	✓			
TECH 4	Sue Martin	✓			
TECH 5	Steve Osborne	✓			
TECH 6	Steve Osborne	✓			
TECH 7	Steve Osborne	✓			
TECH 8	Steve Osborne	✓			
MINI BUS	Steve Osborne	✓			
MATHS OFFICE/LRC	Liz Hainsworth	✓		✓	
HUMANITIES	Kim Clough	✓		✓	
IB OFFICE	Scott Newton	✓			
CARETAKERS ROOM	Greg Helliwell	✓			
HU MOBILES	Liz Hainsworth	✓			