**Green Lane School**



First Aid Policy

Headteacher: Mrs Joanne Mullineux

Green Lane School

Woolston Learning Village

Holes Lane Woolston

Warrington WA1 4LS

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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](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2), advice from the Department for Education on [first aid in schools](https://www.gov.uk/government/publications/first-aid-in-schools) and [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](https://www.hse.gov.uk/pubns/edis1.htm), and the following legislation:

* [The Health and Safety (First-Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), 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](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), 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](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The School Premises (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1943/regulation/5/made), which require that suitable space is provided to cater for the medical and therapy needs of pupils

# 3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

The minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Green Lane School will endeavour to have a sufficient number of suitably trained first aiders to care for pupils and staff. During extreme staff absence we will call upon trained First Aiders across the Woolston Learning Village site (Woolston Sixth Form College and Fox Wood School).

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed first aiders

Green Lane School’s appointed first aiders 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
* Keeping their contact details up to date

Green Lane School’s first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Warrington Borough 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 staff members.

3.4 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)

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 for all incidents they attend to where a first aider is not 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 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. This includes a high temperature of anything above 37.5 then a telephone to parents should be made.
* If emergency services are called, the office staff 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.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have access to 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 trip organizer prior to any educational visit that necessitates taking pupils off school premises.

Children who frequently receive medical attention from a first aider (such as a child who experiences regular seizures), will have a first aider or a member of staff specifically trained to manage their medical intervention, accompany them on the trip.

# 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
* The staff room
* The school kitchen
* The Food Tech room
* School vehicles

All first aiders carry their own first aid kit.

# 6. Record-keeping and reporting

6.1 First aid and accident record book

* An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
* Accident report forms are completed on Behaviour Watch, our electronic monitoring/reporting system
* As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
* A copy of the accident report form may be added to CPOMS, dependant on the circumstances
* First aid and accident book records 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 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 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, the Deputy Headteacher will report these 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 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

The first aider or class teacher 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.

Accident slips:

We are now using the accident slips to send home to parents. All accidents still need to be recorded on behavior watch.

These are slips that we can use to inform parents that we have treated their child for first aid as sometimes when we ask for it to be wrote in home/school books it isn't being done.

One book will be kept in the medical room and another over ks4.

Head forms are still to be filled out and sent home.

I have attached an image of these books. It is just a quick recording of the accident, there is a white page to write on and a yellow (for our records) This should only take a few minutes to do.

6.4 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 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 request 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 (on SIMs).

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 Head Teacher every 3 years.

At every review, the policy will be approved by the governing board.

# 9. Links with other policies

This first aid policy is linked to the

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

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### Appendix 1: list of trained first aiders

| Staff member’s name | Role | Valid from Date: | Expiry Date:  |
| --- | --- | --- | --- |
| Joanne Milnes | TA | 25th June 2021 | 25th June 2024 |
| Andrei Lipovan | TA | 25th June 2021 | 25th June 2024 |
| Claire Robinson | TA (College) | 16th Feb 2022 | 16th Feb 2025 |
| Lisa Donnelly | TA (College) | 20th July 2022 | 20th July 2025 |
| Hannah Williams | Teacher | 28th Sept 2022 | 28th Sept 2025 |
| Hayley Chadwick | HLTA (PFA) | 15th Feb 2023 | 15th Feb 2026 |
| Emma Davies | TA | 15th Feb 2023 | 15th Feb 2026 |
| Stacy Beechall | TA (PFA) | 21st June 2023 | 21st June 2026 |
| Ian Wilcock | Site Manager | 25th August 2023 | 25th August 2026 |
| Lauren Tye | HLTA (PFA) | 22ND April 2024 | 22nd April 2027 |
| Emma Bourque | HLTA | 18th October 2023 | 18th October 2026 |
| Lauren McElroy | TA (PFA) | 11th September 2024 | 11th September 2027 |
| Karen Brown  | TA (PFA) | 11th September 2024 | 11th September 2027 |
| Heidi Fitzpatrick | TA | 5th November 2024 | 5th November 2027 |
| Andrea Beesley  | TA (PFA) | 5th November 2024 | 5th November 2027 |
| Hannah Gregory  | TA | 5th November 2024 | 5th November 2027 |