



**Longcause Community  
Special School**

# **FIRST AID POLICY**

Signature of Head:	Anne Hutchinson
Date:	31.03.2025
Minute Reference:	177

Reviewed by:	Faye James
Review date:	March 2025
Checked by:	Anne Hutchinson
Master file location:	Admin Shared Drive
Next review date:	March 2026

## Amendments

January 2020 –

- Removal of Appendix 1- form no longer used
- Page 3 -Appointed person changed to Victoria Prout.
- Page 4 – Removed reference Appendix 1- Minor injury form
- Page 4- Additional statement on recording accidents on Behaviour Watch.
- Page 4 – addition of reporting to Headteacher or Deputy Head
- Page 4 – Change in recording accidents and injuries.
- Page 4 – Change to recording visitors accidents on Behaviour Watch
- Page 5 – change to where records are held on First Aiders
- Page 5 – additional first aid kit locations
- Appendix 2- taken out informing parents through home link book.
- Appendix 2-updated to Lead of Welfare
- Appendix 3- updated to recording on Behaviour Watch

March 2023 –

- Changed Behaviour Watch to CPOMS throughout document
- Included the recording of accidents and injuries online with Plymouth City Council
- Updated locations of first boxes
- Updated section on Children with medical needs

March 2024 - Updated policy in line with Model Policy

March 2025 – Reviewed, no updates.

To be read with Supporting Pupils at school with Medical Conditions & First Aid Risk Assessment with COVID additional information

## 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 person is Faye James. 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, 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
- Keeping their contact details up to date

### **3.2 The local authority and governing board**

The 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 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.

### **3.3 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- If there is a head injury staff should contact the child's parents to advise them. All head injuries should be monitored and if there is cause concern parents should be contacted and advised further medical advice be sought. If the parents cannot be reached the school will make the decision
- Any lost or damaged first aid equipment to be reported to the Front Office
- 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 relevant member of staff will contact parents immediately
- The relevant member of staff will complete an accident report form, using CPOMS and Sheasure where appropriate, 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 the following:

- A 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
- Relevant information about the specific medical needs of pupils

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.

Risk assessments will be completed by the teacher or staff member responsible on the trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) or Emergency First Aid at Work (EFAW) certificate on school trips and visits.

## 5. First aid equipment

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

- 10 antiseptic wipes, foil packed
- 3 pairs of disposable gloves
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- One medium, one large sized sterile unmedicated wound dressings (12cm x 12cm if possible)
- Two large sterile wrapped unmedicated wound dressings (18cm x 18cm)
- 2 sterile eye pads and 2 sterile eyewash
- 6 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- 6 safety pins
- 1 Face shield
- 2 Gauze swabs
- 1 roll micro pore
- 2 Non-adherent Dressing (small)
- 2 Non-adherent Dressing (large)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Catering room
- All classrooms
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record

- All incidents and injuries are recorded in CPOMS
- Where necessary (incidents as listed below), staff should inform the School's Business Manager or Site Manager so this can be reported on the She Assure system. The Site Manager, Business Manager and Head teacher have secure log ins to SHE Assure.

The Site Manager or Business Manager will complete the report forms for:

- Accidents, incidents and near misses when it triggers a visit for treatment/investigation e.g. Cumberland Centre or Derriford
  - Accidents, incidents and near misses when it triggers an absence (staff or pupil - see detail below e.g. 3 or 7 day incapacitation)
  - or RIDDOR reportable list as below from HSE site (PCC make the ultimate decision as to whether a reported accident is RIDDOR reportable or not).
- Records of adult injuries are kept for 6 years from the date of incident, any injuries related to pupils are kept from date of birth of the pupil plus 25 years.

## 6.2 Reporting to the HSE

The School's Business Manager or Site Manager will report any required accident onto the SheAssure system which will then be followed up by PPC if required as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

### **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 School's Business Manager or Site Manager will report these to the Local Authority through the SheAssure System.
- 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 (early years only)**

The relevant staff member 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 Head teacher 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.

The Head teacher will also notify local child protection agencies 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. Links with other policies**

This first aid policy is linked to the:

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