



Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this First Aid policy will help us achieve this goal.

First Aid

Aim

The Aim of this policy is to set out the Whole School Process for the provision of first aid for pupils, employees and visitors.

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their pupils and employees receive immediate attention if they are injured or taken ill at school.

First aid provision must be available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.





Staffing

The previously recommended minimum staffing requirements for schools together with a First Aid Needs Assessment has been used to establish the minimum level of first aid provision.

- 2 first aid at work
- 3 Paediatric first aid

Offsite activities attended by children under 5 – at least one paediatric first aider to accompany the group.

Training

The School will ensure adequate First Aiders are trained. Courses undertaken will include:

First Aid at Work (usually 3 days)

- provides a comprehensive set of practical skills needed by first aiders giving both the knowledge and ability to deal with first aid emergencies (staff trained at this level will be eligible for a First Aid Allowance)

Emergency First Aid at Work (usually 1 day)

- Provides essential knowledge for minor first aid injuries and essential CPR knowledge

Paediatric First Aid (Usually 2 days)

- Focuses on emergency scenarios when looking after young children. Employees attending this course are also deemed to have the knowledge gained in the Emergency First Aid at Work course.

First Aid Whole School Process

Administering First Aid

- First Aid should be given in the first instance by Year Group First Aiders, if there isn't a First Aider in the Year Group pupils should come to the front office.
- At break and lunchtime minor incidents that can be assessed and treated on the playground should be dealt with by the first aiders on duty. Additional support to be provided by the front office when there are high numbers of injuries or for those accidents requiring more detailed assessment and treatment.
- The First Aider should assess the injured person and the scene before making the decision to either move the casualty or treat them where they are in line with First Aid Training received.
- If a significant accident occurs or a first aider is concerned about an incident the teacher on duty should be made aware immediately so that they can co-ordinate the response.
- First aid and accidents should be recorded as set out below.
- When completing an accident slip ensure factual information only is recorded giving a sufficient description of the injury and treatment received.
- Comments that suggest blame or the cause of the accident should be avoided at this stage as, if required, an investigation will identify the root cause of the incident.





- The decision to send unwell children home is made by class teachers. Front Office staff will then co-ordinate the collection arrangements.

Residential Trips

- All residential, day trips and sporting events must have appropriate first aid provision.

Accident and Incident Recording and Reporting

- All accidents where first aid is administered by a first aider are to be recorded in the on-site accident books. Accident books are held in the school medical room and in year groups, along with first aid kits.
- These books provide carbon copies and should be distributed in the following way:
 - Copy 1 – to remain in the book as a permanent record
 - Copy 2 – to be given to the class teacher
- Once seen by the First Aider and returned to class the teacher is responsible for monitoring the child. If the condition changes or deteriorates then the child should, where possible, be returned to the first aider who provided the original treatment for a follow up check.
- For Years R, 1 and 2 the first aider will give the accident slip to the class teacher/BSA who will then give it directly to the parent/carer when the child is collected at the end of the day.
- For Years 3, 4, 5 and 6, children can be given slips to take back to their teacher/BSA who will then decide if the child will take it home or if they will give it directly to the parent/carer.

Parents must be informed of all head bumps/injuries by the accident slip and verbally by the class teacher. Where appropriate a head injury leaflet will also be sent home.

All accidents where a child goes to hospital or it is suggested that they visit the hospital or GP must be reported to the SBM. The First Aid Co-ordinator/SBM will investigate the accident completing the Accident and Investigation Report. The accident will also be reported to HSE on the West Sussex County Council Health and Safety On-Line system. This would trigger RIDDOR (Reporting if Injuries, Disease and Dangerous Occurrences Regulations) if required.

Accident and Investigation Reports will be passed to the SBM to enable patterns and trends to be identified.

Review of First Aid administered

On a half termly basis the First Aid Co-ordinator will review all accident books and report any patterns or trends to the SBM.

All reportable accidents will be shared termly with Trustees at the FACC (Finance Audit and Compliance Committee).

New staff and volunteers are informed of health and safety guidance as part of the induction process.



**Staff**

- New staff and volunteers are informed of health and safety guidance as part of the induction process.
- All staff accidents must be reported to the SBM regardless of whether first aid was received. Any volunteers or students must also report any accident. Systems and processes for accidents and first aid will be shared as part of the induction process.
- Staff, volunteer and student accidents will be recorded on the on-line Health and Safety system.

Near Misses

The school maintains a near miss log to capture and monitor near misses. Incidents that have resulted in no damage, injury or ill health but have the potential to do so are recorded and action taken where required.

Automated external defibrillators

Schools and colleges are encouraged to purchase an automated external defibrillator (AED) as part of their first aid equipment.

BPS has an AED located in the front office.

