



Buckingham Park

Church of England Primary School

Excellence, through God who strengthens us

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School Policy Document

First Aid Policy

Date Adopted by Full Governing board:	10/06/2023
Last reviewed on:	10/06/2023
Next review due by:	01/06/2026

1. Introduction

- 1.1. At Buckingham Park Church of England Primary School it is important that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, built on a clear Christian foundation and rooted in Christian values. We aim to provide the highest quality all round education, for each and every child, in partnership with parents, within the context of a Christian community. In short, 'Excellence, through God who strengthens us'.
- 1.2. Buckingham Park Church of England Primary School is committed to creating a school community where exemplary behaviour is at the heart of productive learning. Everyone, staff, children and parents alike, are expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour, and encourage others to do the same.
- 1.3. All school policies are therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure and feel well prepared and educated for the next phase of their education.
- 1.4. The school has a set of values that are based on Jesus' Sermon on the Mount. These are a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. These values are displayed below:

We are kind, helpful and polite

We do our best

We are honest

We share

We are peacemakers

We forgive others

We take care of everything, and everyone

- 1.5. The school expects every member of the school community to behave in a considerate way towards others and by following these set of values.

2. 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

3. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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

4. 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. In all settings – and dependent upon an assessment of first aid needs – the school must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

4.1 Appointed person(s) and first aiders

The school's appointed person is Hayley Thompson (School Business Manager). She is 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

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

4.2 The 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.

4.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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)

4.4 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 (see appendix 2) for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5. First aid procedures

5.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present (who has undertaken first aid training) 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. All of our Teachers and Teaching assistants have one of two levels of First aid training and will tend to relevant injuries.
- 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, a member of SLT 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.

5.2 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 Ann Whytewood, Deputy Headteacher, 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) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5.3. Levels of First Aid treatment within the school

- 5.3.1. Any member of staff who has completed first aid training, online or in person, may deliver what is considered to be 'basic' first aid. This includes minor cuts and grazes, children feeling unwell or sick or general playground 'everyday' injuries
- 5.3.2. Any member of staff who feels uncomfortable with a certain injury, or requiring a second opinion, should contact their nearest fully trained first aider who can supervise or take over the care of a child.
- 5.3.3. Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack and with a fully trained first aider. Parents and Carers must be informed by Telephone or with a completed head bump letter. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file.

5.4. Asthma

- 5.4.1. Children with Asthma do not require a full Health care plan, but will need a completed Asthma plan. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers.
- 5.4.2. Only Blue (reliever) Asthma Pumps should be kept in schools.
- 5.4.3. Generic emergency salbutamol asthma inhalers: In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid cabinet in the Medical Room. The inhalers are clearly labelled.
- 5.4.4. Once an Asthma Inhaler has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on Behaviour Watch.

5.5. Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

6. First aid equipment

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

- A leaflet with 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. This is kept centrally in the locked cabinet in the medical room.

6.2. First aid kits are stored in:

- The Medical Room
- The School office
- The Nursery
- The Tech Room
- The Learning Zone
- Staff room
- The School Kitchen

7. Record-keeping and reporting

7.1 First aid and accident record book

- An accident and first aid entry will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. These are completed via our online reporting portal, Behaviour Watch.
- As much detail as possible should be supplied when reporting an accident
- 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

7.2 Reporting to the HSE

The School Business Manager 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 School Business Manager will 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 scalding 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

7.3 Notifying parents

The Teaching team 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. This will often be face to face at the end of the day, or using a first aid sticker. Where it is deemed necessary for parents to be made aware of an incident before the end of the school day, this will take place via phone.

With SLT agreement, parents may be contacted to ask them to collect their child if they need additional medical support or monitoring while recovering from an incident.

7.4. Calling the Emergency services.

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

In case of contacting the emergency services:

1. Your telephone number: 01296 415687
2. Give your location as follows: Buckingham Park CE Primary, Jubilee Square, Buckingham Park, Aylesbury
3. State that the postcode is: HP19 9DZ
4. Give your name:
5. Give name of child and a brief description of child's symptoms:
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

7.5 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 Local Child Protection Boards and Bucks First Response of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. 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).

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.

9. Monitoring arrangements

This policy will be reviewed by the Headteacher every two years.

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

10. 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 staff with 6 hour accredited training

STAFF MEMBER'S NAME	ROLE	TRAINING EXPIRY DATE
Daniel Fell	Headteacher	16 TH JULY 2024
Ann Whytewood	Deputy Headteacher	16 TH JULY 2024
Gwenda Forsdyke	Child and Family Support Worker	16 TH JULY 2024
Hayley Boswell	Office Administrator	16 TH JULY 2024
Kim Fuller	Class Teacher	16 TH JULY 2024
Lucy Bradford	Class Teacher	16 TH JULY 2024
Steph Lowe	Class Teacher	16 TH JULY 2024
Hugh Perks	Class Teacher	16 TH JULY 2024
Jo Platt	Class Teacher	16 TH JULY 2024
Michelle Breith	Teaching Assistant	16 TH JULY 2024
Gemma Dean	Teaching Assistant	16 TH JULY 2024
Emma Forsyth	Teaching Assistant	16 TH JULY 2024
Rose McNeill	Teaching Assistant	16 TH JULY 2024
Carissa Carpenter	Teaching Assistant	12 th JUNE 2024
Eliza Pukalska	Teaching Assistant	

Appendix 2: List of Staff with full 12 hour Paediatric Training

STAFF MEMBER'S NAME	ROLE	TRAINING EXPIRY DATE
Jenny Mitchell	Class Teacher	25 th JANUARY 2023
Ann Whytewood	Deputy Headteacher	16 th JULY 2024
Sheba Francis	Teaching Assistant/MSA	11 th DECEMBER 2024
Sarah Goodman	Teaching Assistant	13 th JULY 2024
Elena Cooper	Class Teacher	13 th JULY 2024
Frankie Mapleston Stroud	MSA	2 nd DECEMBER 2024

All other teachers and teaching assistants have received basic online training to allow them to administer 'basic' first aid as detailed in the policy.