

Moorside Primary School



First Aid Policy 2023-2025



MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in being a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens.
We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture, which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever-changing world.
We want all of our children to effectively engage with each other and with our community.

Our values

We all believe that

Our local community deserves a school they can be proud of.
We are a caring community where everyone is welcome.
We all value, respect and support each other.
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school.

We all work together to make sure that

Everyone always tries their best and take pride in all that they do.
Everyone demonstrates good manners at all times.
Everyone respects each other and show consideration.
Everyone respects and cares for our environment and resources.
Everyone celebrates each other's successes and achievements.

Aims

The aims of our First Aid Policy are to:

- Ensure the Health and Safety of all staff, children, visitors and Parents/Carers where appropriate.
- 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.

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, 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 time frame 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 children.

Roles and responsibilities

Qualified First Aiders

The school has a large number of trained paediatric First Aiders and fully qualified First Aiders in the work place. 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.
- Identifying when the contents of the First Aid kit needs replenishing and informing the Senior Leadership Team.
- Identifying if needed, and 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 children home (after consultation with the Senior Leadership Team) to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- In the events of a head injury, liaise with Senior Leadership Team (SLT) to ensure a phone call is made home to inform Parents/Carers.

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

Newcastle Local Authority and Governing Body

Newcastle 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 Body, the Head Teacher and members of the Senior Leadership Team.

The Head Teacher

The Head Teacher 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 Senior Leadership Team members 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 children and adults.
- Reporting specified incidents to the Health and Safety Executive when necessary.
- Ensuring any changes to procedures or reports are actioned immediately.

School staff are responsible for:

- Ensuring they follow First Aid procedures that they are qualified for.
- 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 Head Teacher and Senior Leadership Team of any specific health conditions or First Aid needs.
- Implementing and maintaining a safe learning environment at all times.
- Informing Parents/Carers of any treatment their child has received.

First aid procedures

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 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 child is too unwell to remain in school, Parents/Carers will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the Parents/Carers.
- If emergency services are called, the Head Teacher or if not available another member of the Senior Leadership Team will contact Parents/Carers immediately.
- Where appropriate, an identified member of staff will accompany the child to hospital in the absence of their Parents/Carers.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Replenish anything they have used out of a First Aid Kit.

Off-site procedures

When taking children off the school premises, staff will ensure they always have the following:

- A charged mobile phone that has the school mobile number and school number on as well as the Head Teacher's contact details in case of an issue with school phone line.
- A portable First Aid kit including an appropriate amount of foil blankets.
- Information about the specific medical needs of children.
- Prompt access to Parents/Carer contact details when ringing school.
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking children off school premises and shared with all staff involved with the visit. The risk assessment will have previously been checked by and discussed with the Head Teacher.
- The Risk assessment should include the details of the destination and any potential dangers unless there is a separate assessment and set of procedures adhered to by the facility itself.
- There will always be at least one First Aider with a current paediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- There will always be at least one qualified First Aider on school trips and visits in Key Stage One and Two.
- Be fully aware of any allergies and medical needs of individuals and have appropriate medication with them including inhalers, spacers, Epi pens and other injector pens.

First Aid equipment

A typical First Aid kit in our school should include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Foil blankets
- Ice Packs
- Sterilised water
- Face shield

No medication is kept in First Aid kits and is instead stored securely in the Head Teacher's office.

First Aid kits are stored in:

- The corridor along by the main office.
- Outside of the gym by the resource room.
- In the admin office.

All destinations support Fire Drill procedures and are easily accessible.

Record-keeping and reporting

First Aid and accident record book

- A minor accident form is completed if the injury needs only very minor First Aid- a wipe, cold compress, plaster or ice pack for a short time.

- A 'Pupil Accident Report Form' will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury or after a 'near miss' which has resulted in an injury.
- The relevant reporting forms will be located outside of the Head Teacher's office.
- As much factual detail as possible should be supplied when reporting an accident.
- Any head or eye injury will be immediately communicated to SLT so that a phone call can be made to Parents/Carers alongside the form.
- Records held in the First Aid and accident book will be retained by the school for a minimum of three years.

Reporting to the Health and Safety Executive

- The Head Teacher 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 Head Teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within ten days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

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 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 twenty four hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- Death.

Near-miss events that do not result in an injury, but could have done also need to be reported.

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.

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>

Notifying Parents/Carers

- Under direction from the Senior Leadership Team, a member of staff who witnessed the incident will inform Parents/Carers of any accident or injury sustained by a child, and of any First Aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

- The Head Teacher will notify Newcastle Local Authority child protection agencies (MASH team) of any serious accident, illness or injury to, or death of, a child while in the school's care.
- 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 fourteen days after the incident.

Training

- All school staff, where possible, will have the opportunity to undertake First Aid training as part of a professional development cycle.
- 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.
- Records will be kept and referred to regularly to ensure no qualifications become out-dated and training will be booked regularly to ensure school is updated with new legislation.
- At all times, at least one 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 three years.

Monitoring arrangements

- This policy will be reviewed by the Head Teacher in conjunction with the Governing Body every two years.

Links with other policies and legislation

This First Aid Policy is linked to the:

- Health and Safety Policy.
- Educational Visits and Risk Assessment Policy.
- Supporting Children with Medical Conditions Policy.
- EYFS Statutory Framework.
- EVOLVE.
- Keeping Children Safe in Education.

Date implemented	June 2023
Date for review	June 2025

Appendix 1

Qualified First Aiders in the work place

Level of responsibility	Qualified First Aider	Qualified First Aider with Paediatric training	Basic First Aid
Head Teacher		Linda Hall	
Senior Leadership Team	Siobhan Rowe	Nikki Harris	
Middle Leadership Team	Rachel Kilmartin	Sarah Cook Sean Wilkinson Jessica Lee	
Teachers		Charlotte Craggs Shona Osbourne Sarah Watson Balibur Sandhu	
Higher Level Teaching Assistants		Nicola Porter Fahmida Begum Claire Moor Sandra Jepson Caroline Love Pauline Brown	
SEND Teaching Assistants		Cath Curry Sarah Watson	
Parent Advisor		Theresa Knowles	
Midday Supervisors			R Akhtar R Begum M Henwood P Rahman N Sultana Z Tubic