



THE  
**GORDON  
CHILDREN'S**  
ACADEMY

# FIRST AID POLICY

2021-2023

## **Gordon Children's Academy**

Part of Thinking School's Academy Trust

Date of determination: September 2021



CHILD FIRST - ASPIRE - CHALLENGE - ACHIEVE



# Gordon Children's Academy – First Aid Policy

## 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

## Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplication](#) 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

## Roles and responsibilities

In the Early Years Foundation Stage provision, at least 1 person who has a current pediatric first aid (PFA) certificate will be on present at all times.

**During coronavirus:** we will use 'best endeavours' to ensure that 1 person with a full PFA certificate is on site when children are present. If after taking all possible steps in our power we are unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment to ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are here. Any changes made will be shared with first aiders and appointed person to ensure we are providing the right assistance.

## Appointed person(s) and first aiders



The school's appointed person is the Senior admin officer. 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

### 3.2 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.

### 3.4 The headteacher

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

- Ensuring that an appropriate number of first aid trained staff 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

### 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 and let the class teacher know when an accident or injury has occurred
- Informing the headteacher or their line manager of any specific health conditions or first aid needs
- Informing the senior admin officer of any injury that requires a parent to be called

## 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 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 office staff will contact parents immediately
- The first aider alongside any other person's present 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.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when the children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### 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
- School contact details
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the group leader and then checked by the 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 for children in the Early Years Foundation Stage (EYFS), as required by the statutory framework for the EYFS.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children in the EYFS are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

### 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 will be kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school halls
- All classrooms
- The school kitchens
- The staff room

All medication will be stored in the main school office unless it has been written in a care plan to be stored in another location.

### Record keeping and reporting

#### First aid and accident record book

- An accident form will be completed by the person who has given first aid on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including the full name of the injured person and the date that it happened
- A copy of the accident report form will also be sent home to parents
- Any injury sustained to the head will be reported to the class teacher who will inform the office staff who will then inform the parents
- 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

#### Notifying parents

The person that deals with the accident will inform the class teacher who will then liaise with the office staff who 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.

#### Reporting

- The Headteacher will report any serious accident, illness or injury to, or death of, a pupil while in the school's care to the relevant trust personnel



### Training

All first aiders will have completed a training course, and will 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

When staff are renewing their training, it will be decided by the senior admin officer as to the level of certification needed, however any staff that are located in the EYFS will receive paediatric first aid in line with the statutory framework.

### Monitoring arrangements

This policy will be reviewed every year.

### Links with other policies

This first aid policy is linked to the

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