



**STOUR VALE
ACADEMY
TRUST**

FIRST AID POLICY

TRUST MODEL POLICY APPROVED BY TRUST BOARD	VERSION / DATE	VERSION 1.2 JUNE 2024
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SCHOOL-SPECIFIC POLICY ADOPTED BY LOCAL GOVERNING BODY	VERSION / DATE	VERSION 1.2 JULY 2024
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1.0 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors in Stour Vale member schools and in the Central Team
- Ensure that staff, trustees and members of local governing bodies are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2.0 Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#), [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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- This policy complies with the [Statutory Framework for the Early Years Foundation Stage](#) from the Department for Education where this applies.
- This policy complies with our funding agreement and articles of association.
- This policy adheres to the principles under data protection law. For further information please review Stour Vale's data protection policy published on the Stour Vale website.

3.0 Roles and responsibilities

In Stour Vale member schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times while EYFS children are on the premises.

In all settings an assessment of first aid needs will be undertaken and reviewed annually in order to ensure a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The assessment will take account of the first aid needs of pupils and other site users.

Section 3.1 below sets out the expectations of first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Lead first aiders and first aiders

The school's lead first aider is a trained first aider who is responsible for:

- Maintaining a record of all first aiders and ensuring their first aid training is current
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Be responsible for organising staff training in first aid, epipen use, defibrillators, Asthma and Epilepsy etc.
- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

In the absence of the Lead First Aider another trained first aider will deputise for them

If a child has been advised or sent to hospital for treatment then the SLT member or in their absence First Aid Leads who dealt with the incident will ask the office staff to make a follow up call with the parents on the afternoon (if the incident happened in the morning) or the next day (if the incident happened in the afternoon) to check on how the child is.

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 (see the template in appendix 2) or where specified in schools recording accidents directly onto Parago (online compliance system for accident reporting).
- Keeping their contact details up to date

3.2 The Board of Trustees and local governing bodies

Stour Vale Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters in school to the school's local governing body.

The local governing body 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, and, in schools with Early Years Foundation Stage provision, that at least one person who has a current paediatric first aid (PFA) certificate on the premises 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, staff and visitors

3.4 The School Business Manager

- Ensuring that the school's staff accident book is maintained
- Ensuring that specified incidents are reported to the Trust using Parago
- Ensuring that any building or other defects observed through an incident are made safe
- Monitor and investigate patterns or trends identified through accident reporting.

3.5 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 where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4.0 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 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 first aider will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form or record directly onto Parago on the same day or as soon as is reasonably practical after an incident resulting in an injury

The head teacher, Mrs D. Walker and in her absence Mrs. N. Anslow will determine what is a reasonable and sensible action to take in each serious first aid case. Serious first aid cases will include suspected breaks or sprains, burns, cut to head or serious knock and stings (due to possible allergic reaction). In their absence, the First Aid

Leads, Mrs E. Lewis and Mrs H. Benham will determine what is a reasonable and sensible action to take in each serious first aid case. The school's lead first aider and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Splinters

If a child has a protruding splinter then the first aider will take this out where possible. If a splinter is under the skin it will not be removed but a plaster placed on it and parents informed at the end of the school day.

Emergency medication

In some cases the first aider may feel it is necessary to administer paracetamol (Calpol) or antihistamine (Loratadine) to treat an injury/ suspected allergy. School keep emergency medication for children in the Head Teachers office. If the first aider feels this is necessary then verbal consent will be obtained from the parent via phone call. School will not administer this medication without parental consent first.

School hold emergency salbutamol asthma inhalers and spacers in school for use if a child's normal inhaler or spacer which is kept in school is unable to be used e.g., it is broken or empty. Emergency inhalers and spacers are kept in the SLT office and EYFS office. Emergency inhalers will only be administered to children who have a diagnosis of asthma or have an inhaler in school and written consent has been obtained from parents/carers.

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 containing at least:
 - 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
- Information about the specific medical needs of pupils and any relevant medication
- Parents' contact details

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 containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits, and for schools with Early Years Foundation Stage provision there will always be at least one 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.

5.0 First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

The locations of first aid kits in school is shown in Appendix 1.

6.0 Record-keeping and reporting

6.1 First aid and accident record book

- An accident form for pupils and the accident form for staff will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury or the accident will be recorded directly onto Parago by the first aider. The School Business Manager will ensure all paper accident forms are transferred onto Parago in a timely manner.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- Where appropriate, a copy of the accident report form will also be added to the pupil's educational record.
- 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.

6.2 Reporting to the HSE

Arrangements for making a RIDDOR report are detailed in Appendix 2.

The School Business Manager will be responsible for ensuring that a record is kept 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 ensure that these are reported via the Trust Business Leader as soon as is reasonably practicable and in any event within 5 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

6.3 Notifying parents

The Headteacher will ensure that parents are informed of any serious accident or injury sustained by their child, and any first aid or medical treatment given, on the same day, or as soon as reasonably practicable.

In primary schools, the Headteacher will make appropriate arrangements to ensure that parents are made aware of any less serious incidents involving younger children. The accident book will be filled in for all accidents and parents are expected to countersign the accident book. As well as the Accident Book each classroom will have First Aid Treatment Notification slips. This must be completed at the same time as the Accident Book and handed to the parent. Children who have had a bumped head will also be wearing a bumped head sticker. At times, a courtesy call may be made home to inform of a less serious incident in school that does not require further medical treatment. If a courtesy call is made then the First Aid Leads, Deborah Walker or Natalie Anslow need to be made aware of this by school staff who have treated the injury.

6.4 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 the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.0 Training and allowances

All school staff are able to undertake first aid training if they would like to.

Lead 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).

Appropriate training:

- Emergency first aid at work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First aid at work training includes the EFAW syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.
- Paediatric First Aid (in Early Years settings) training course will teach those who work with infants or children how to deliver paediatric first aid assistance in an emergency.

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

For schools with Early Years Foundation Stage provision at least one staff member with 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.

All schools will have a lead first aider who is a trained in first aid at work and is responsible for coordination and record keeping of first aid across the site, as set out in paragraph 3.1 above. The lead first aider will have these duties written into an evaluated job description or will receive a First Aid Allowance.

8.0 Monitoring arrangements

The information in appendices 1 and 3 will be kept under regular review (at least termly) by the lead first aider to ensure that the information is kept up to date. Any changes will be reflected in notices on display and reported to the Headteacher.

This policy will be reviewed every three years.

At every review, the policy will be approved by the Board of Trustees, following consultation with member schools, before being provided to local governing bodies for adoption and the addition of local information in the appendices.

9.0 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 lead first aider and trained first aiders

STAFF MEMBER'S NAME	ROLE
Natalie Anslow	Lead First Aider
Deborah Walker	Lead First Aider
Ellie Lewis	Lead First Aider
Hayley Benham	Lead First Aider
Rebecca Bailey	First Aider
Sam Pye	First Aider

First aid kits are stored in:

- All classrooms have their own travel First Aid bags. In EYFS each classroom has their own First Aid cupboards.
- A First Aid travel bag is located in the school office and nursery kitchen alongside foil blankets.
- A First Aid box is located in the dining hall for kitchen staff.
- Forest School – a suitable first aid kit is available.
- A defibrillator is located by the school entrance on the wall outside Rainbow Class.
- Ice packs are located in the freezer in the EYFS office, Nursery kitchen, outside the hall corridor, dining hall and in the staff room.

Appendix 2: accident report form

Escalation of Accident Reporting Form			Version 1.2
To fill in if a Pupil and/or staff member has been taken to hospital/sent home or absent from work due to injury			
Date of incident		Incident Reference Number and Date reported on Portal	<i>(Office Use only)</i>
Name of Injured Person (IP)			
Initial Incident Details			
<i>Location</i>		<i>Time</i>	
<i>Detailed description of what happened</i>			
Action Taken			
Was First Aid given?	Yes or No	First Aider Name	
Initial - Describe steps taken in response to incident, including First Aid,			
Secondary - was the IP taken to hospital or sent home,			
<i>Time called parents</i>	<i>Time Child/staff left school</i>	<i>Time went to Hospital or Ambulance came</i>	
PRINT NAME		INITIAL & DATE	
Investigation Outcome - to be done by SLT			
<i>Details of investigation(s)</i>			
Investigation Actions		<i>any outcomes, site changes??...</i>	
SLT NAME		DATE	

Riddor reporting

Member schools needing to report injuries, diseases or dangerous occurrences should submit the accident reports through Parago using the staff or pupil escalation form,. The information entered on here will inform the Trust Business Leader if the accident falls under RIDDOR requirements. The Trust's Business Leader will make the RIDDOR report to HSE.

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Full first Aid	Natalie Anslow	June 24	June 27
Full first Aid	Deborah Walker	May 24	May 27
Full first Aid	Ellie Lewis	June 24	June 27
Full first Aid	Hayley Benham	April 24	April 27
Full first Aid	Rebecca Bailey	June 24	June 27
Full first Aid	Sam Pye	November 22	November 25
Paediatric First Aid	Joanne Parkes	September 25	September 28
Paediatric First Aid	Amy Cheshire	September 25	September 28
Paediatric First Aid	Charlie Griffiths	September 25	September 28
Paediatric First Aid	Joanne Jones	September 25	September 28
Paediatric First Aid	Emma Harris	September 25	September 28
Paediatric First Aid	Joanne Tolley	September 25	September 28
Paediatric First Aid	Rachel Beard	September 25	September 28
Paediatric First Aid	Seema Sambhi	September 25	September 28
Paediatric First Aid	Louise Hartill	September 25	September 28
Paediatric First Aid	Hannah McConomy	September 25	September 28
Paediatric First Aid	Rebecca Bailey	September 25	September 28
Paediatric First Aid	Kimberley Bevin	September 25	September 28
Paediatric First Aid	Hayley Benham	June 23	June 26
Paediatric First Aid	Ellie Lewis	June 23	June 26
Paediatric First Aid	Kelly Chamberlain	June 23	June 26
Paediatric First Aid	Netta Butler	June 23	June 26
Paediatric First Aid	Michelle Ruston	June 23	June 26

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Paediatric First Aid	Jennifer Walker	June 23	June 26
Paediatric First Aid	Mariah Heathcote	June 23	June 26
Paediatric First Aid	Diane Collins	June 23	June 26
Paediatric First Aid	Lucy James	June 23	June 26
Paediatric First Aid	Una Smith	November 24	November 27
Paediatric First Aid	Sukjinder Uppal	September 24	September 27
Paediatric First Aid	Elise Evans	September 24	September 27
Mental Health First Aid	Natalie Anslow	June 25	June 28
Emergency response – Epipen, asthma, epilepsy	All school staff – teachers, LSP's, office staff, lunch staff	September 25	September 26
Educare First Aid Essentials	All school staff - teachers, LSP's, office staff, lunch staff	September 25	September 26