



# Newlands CofE School Federation

A partnership of Shere and Clandon Schools



## First Aid Policy

### 1. 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.

### 2. 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 assess 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, plan 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

### 3. Roles and responsibilities

#### Appointed persons and first aiders.

The Federation's appointed persons at Shere and Clandon Schools are the Heads of School. 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 (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)
- Keeping their contact details up to date

Our schools' appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the schools.

#### The Governing Body

The Governing Body 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.

#### The Headteacher

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

- Ensuring that an appropriate number of appointed persons and first aiders are always present in both schools.
- 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.
- 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)

## Staff

Staff in each school are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and responsible persons 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. 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. A first aider will always be called where an injury has occurred to the head or face.
- 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 the 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.
- Parents will be notified by phone call of any injury to the head or other injury that may be upsetting to them when picking up their child, or that may require ongoing treatment or supervision when the child returns home. This will take place as soon as possible after the incident. If a parent cannot be contacted by phone, an email will be sent. The accident form will also be shared with the parent when they collect their child, or as soon as practicable. In the case of head injuries, a red wrist band must be issued to the child.
- If emergency services are called, the school office will contact parents immediately.
- If a child has to be taken to hospital and a parent is not available, a member of staff will accompany the child.
- The first aider or relevant person 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.

### 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 including, at minimum:
  - *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.
- 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 7.5cm 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 in consultation with the school visits leader 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 involving children in the early years (nursery and reception class), as required by the statutory framework for the Early Years Foundation Stage.

## 5. 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.

First aid kits are stored in:

Shere School	Clandon School
Foundation Unit Year 1 classroom Year 2 classroom School kitchen The school office The playground	Staff kitchen The playground Each classroom The Nurture room The school office

## 6. Record-keeping and reporting

### First aid and accident file

An accident form will be completed by the first aider or other relevant member of staff 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 all the information included in the accident form at appendix 2.

Records held in the first aid and accident file will be retained by the relevant 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.

### Reporting to the HSE

The Headteacher 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 Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days. When the Headteacher makes a report to the HSE, they will notify the Chair of Governors.

### School staff: reportable injuries, diseases, or dangerous occurrences

These 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) which: *cover more than 10% of the whole body's total surface area; or cause significant damage to the eyes, respiratory system, or other vital organs.*
- 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 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g., from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent.

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.

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases, or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment.
- \*An accident “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g., poorly maintained or slippery floors.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

[http://www.hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm)

## 7. Notifying parents (Early Years only)

The Early Years Teacher 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. Parents will also be informed if emergency services are called.

## 8. Reporting to Ofsted and child protection agencies (Early Years only)

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in either school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 9. Training

All Federation staff can 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 Federation will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The Federation will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the Federation will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, when early years children are on the premises, 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. The PFA certificate will be renewed every 3 years.

## 10. Review

The Governing Body first adopted this policy in September 2021. It will be reviewed annually as necessary.

The Resources Committee is responsible for the review of this policy.

This policy is based on a template from The Key for School Leaders.

Date of last review: Summer 2024

Date for next review: Summer 2025

## Appendix 1: list of first aiders and appointed persons

CLANDON SCHOOL		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Gemma Cramp	Teaching Assistant Paediatric First Aider	<a href="mailto:gcramp@clandon.surrey.sch.uk">gcramp@clandon.surrey.sch.uk</a>
Fatma Sun	School Administrator Paediatric First Aider	<a href="mailto:fpuskulcu@clandon.surrey.sch.uk">fpuskulcu@clandon.surrey.sch.uk</a> <a href="mailto:info@clandon.surrey.sch.uk">info@clandon.surrey.sch.uk</a>
Lisa Brooks	Nurture Practitioner Paediatric First Aider	<a href="mailto:lbrooks@clandon.surrey.sch.uk">lbrooks@clandon.surrey.sch.uk</a>
Jemma Godfrey	Teaching Assistant Paediatric First Aider	<a href="mailto:jgodfrey@clandon.surrey.sch.uk">jgodfrey@clandon.surrey.sch.uk</a>
Elise Lepki	Teaching Assistant Paediatric First Aider	<a href="mailto:elepki@clandon.surrey.sch.uk">elepki@clandon.surrey.sch.uk</a>
Rosie Marsden-Farmer	Early Years/KS1 Teacher Paediatric First Aider	<a href="mailto:rmarsden-farmer@clandon.surrey.sch.uk">rmarsden-farmer@clandon.surrey.sch.uk</a>
Fiona McGowan	School Administrator First Aider	<a href="mailto:info@clandon.surrey.sch.uk">info@clandon.surrey.sch.uk</a>
Carolyn Clarke	Teaching Assistant First Aider	<a href="mailto:cclarke@clandon.surrey.sch.uk">cclarke@clandon.surrey.sch.uk</a>
Lindsey Winten	Learning Support First Aider	<a href="mailto:lwinten@clandon.surrey.sch.uk">lwinten@clandon.surrey.sch.uk</a>
SHERE SCHOOL		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Caroline Smith	Head of School Appointed Person	<a href="mailto:csmith@shere.surrey.sch.uk">csmith@shere.surrey.sch.uk</a>
Clare Jones	School Administrator Finance Assistant Paediatric First Aider	<a href="mailto:cjones@shere.surrey.sch.uk">cjones@shere.surrey.sch.uk</a>
Holly Jupp	Nursery Practitioner Paediatric First Aider	<a href="mailto:hjupp@shere.surrey.sch.uk">hjupp@shere.surrey.sch.uk</a>
Emma de Vos	High Level Teaching Assistant First Aider	<a href="mailto:edevos@shere.surrey.sch.uk">edevos@shere.surrey.sch.uk</a>
Gemma Cramp	Breakfast Club Leader Paediatric First Aider	<a href="mailto:gcramp@clandon.surrey.sch.uk">gcramp@clandon.surrey.sch.uk</a>

The Wilderness Forest School		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Helen Weston	Forest School Leader Forest School and Outdoor First Aid	<a href="mailto:hweston@clandon.surrey.sch.uk">hweston@clandon.surrey.sch.uk</a>
Rebecca Saunders	Forest School Assistant Paediatric First Aid and Outdoor First Aid	<a href="mailto:rsaunders@clandon.surrey.sch.uk">rsaunders@clandon.surrey.sch.uk</a>

## Appendix 2: accident report form



# Newlands CofE School Federation

A partnership of Shere and Clandon Schools

## Accident and Incident Report Form



Name of injured person		Role/Class	
Date of incident		Location of incident	
Time of incident			
INCIDENT DETAILS– describe in detail what happened, how it happened, any witnesses and what injuries the person incurred.			
ACTION TAKEN – describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW UP ACTION REQUIRED – outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
Name of person attending the incident			
Signature		Date	
Signature of parent of child involved or of adult involved		Date	