



St Peter's C of E Primary School

'Learning to Light the Way'

First Aid

Person Responsible for this Policy	L Page
Governor Responsible for this Policy	P Lock
Team Responsible for this Policy	FGB
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Built upon courage, compassion and respect, excellence in learning and ambition in teaching, our school lights the way to a world of possibilities.

With relationships at our core, we nurture every individual. Each unique contribution is valued. All flourish, making a difference as global citizens and as a beacon in our local community.

The Governors and Staff of St Peter's Church of England Primary School believe our school policies help us to continuously improve the school and ensure that each child is valued and encouraged. We recognise that all children have potential and through the school policies we aim to create a caring and well-ordered environment in which our school family can learn and develop.

Being a Church of England Primary school means we embrace the following Christian Values, which guide all aspects of school life and underpin our school policies.

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Courage Compassion Respect

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Statement of intent

St. Peter's Church of England Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Lone Worker Policy
- Records Management Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted. *See Appendix 2*
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:

- A suitably stocked first-aid kit as part of Safeguarding and Health and safety checks.
- An appointed person to take charge of first-aid arrangements.
- Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person in our school is Mrs Page. She is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid cupboard in the School Office. Class TA's are responsible for restocking class first aid bags and notifying Mrs L. Page.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.

- How to assess and monitor a casualty.
- First aid for the unconscious casualty.
- First aid for someone who is having a seizure.
- Maintaining injury and illness records as required.
- Paediatric first aid.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a [risk assessment](#), annually in Term 1, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

Individually wrapped sterile adhesive dressings assorted sizes
Triangular bandages
Sterile eye wash
Medium wound dressings
Large wound dressings
Disposable gloves

All first aid containers will be identified by a white cross on a red or orange rucksack

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- [The school office](#)
- [In every classroom](#)
- [Forest School](#)
- [Playground](#)

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief

from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

7. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed by provision of the written form at the end of the day. In the event of a serious injury or an incident requiring emergency medical treatment, pupil's parent will be telephone as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. All head injuries require a first aid form and pupils given a red wrist band. In the case of serious head injury, the first aid lead will complete a head injury assessment checklist – *See Appendix 1*

A list of emergency contacts will be kept at the school office and is available on the School MIS system.

The appointed person will ensure the first aid form is correctly completed and a copy is added to the pupil's file. This should include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the retention of documents.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains sufficient resources and class teachers will check this before the visit.

9. Storage of medication

Medicines will be stored securely in a locked cabinet in the school office and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. The Parent will be required to sign the IHP which is agreed with the SENCO and based on a letter from the prescribing doctor. A IHP cannot be written until the parent has supplied the letter from the the advisory medical practitioner.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

10. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Managing pupils with a Medical condition policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

11. Consent

Parents will be asked to complete the medical information on section on the School MIS systems. This can be updated by parents at any time.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

12. Monitoring and review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Appendix 1

Minor head injury assessment

Section 1 – assessing whether the individual needs urgent medical attention

You must read this section before proceeding.

Part A

This checklist is suitable for the assessment of minor head injuries **only**. If the individual has, or develops, one or more of the following symptoms, they should go to hospital immediately as this can be a sign of something more severe.

One pupil larger than the other	Drowsiness or cannot be woken up
A worsening and/or persistent headache	Persistent weakness and/or numbness
Repeated vomiting and/or nausea	Slurred speech
Convulsions or seizures	Difficulty recognising people or places
Increasing confusion	Unusual behaviour
Unconsciousness	Decreased coordination
Clear fluid coming from their ears or nose	Blood coming from the ears
Bruising behind their ears	Increasing restlessness or agitation

Part B

Assess whether the individual has any of the following before proceeding. If so, the individual **must** go to hospital for a medical examination.

Been drinking alcohol or taking drugs before the injury	Has a blood-clotting disorder, e.g. haemophilia
Takes any blood-thinning medication	Has had any previous brain surgeries

Part C

If the individual **does not** have any of the symptoms outlined in part A and none of the complications outlined in part B, the head injury may be considered minor and you can proceed to section 2 below.

If at any point during the assessment the individual displays any of the symptoms in part A, they **must** go to hospital. Do not complete section 2. Complete section 3 when it is appropriate to do so.

Section 2 – assessment of a minor head injury

Name of individual					
Person type	<input type="checkbox"/> Pupil	<input type="checkbox"/> Staff	<input type="checkbox"/> Visitor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other
If 'other', please detail					
Class or form (if pupil)					
Job role (if staff)					
Date of assessment					
Start time of assessment					
Assessment conducted by					
Role of assessor					

Use the table below to indicate the severity of a symptom upon arrival, after 15 minutes of observation and after 30 minutes of observation. Use a scale of 0-5, in line with the following:

- 0 – not present at all
- 1 – very mild
- 2 – mild
- 3 – moderate
- 4 – significant
- 5 – severe

The scale used above is not equivalent to any formal medical assessment scales.

Indicate in the 'Total time observed' column the amount of time the individual was observed for before either returning to work/school or being sent home/to hospital.

Symptoms	Upon arrival	After 15 minutes	After 30 minutes	Total time observed
The individual:				
Appears dazed or stunned				
Is confused about events				
Repeats questions				

Answers questions slowly				
Cannot recall events prior to the injury				
Cannot recall events after the injury				
Briefly loses consciousness				
Shows behaviour or personality changes				
Complains of a headache or pressure inside the head				
Feels nauseated				
Is vomiting				
Has balance problems				
Is experiencing dizziness				
Feels tired or fatigued				
Has blurred or double vision				
Is sensitive to light				
Is sensitive to noise				
Is experiencing numbness or tingling				
Has difficulty thinking clearly				
Has difficulty concentrating				
Has difficulty remembering in general				
Feels sluggish				
Is irritable				
Is upset				
Is feeling more emotional than usual				
Is nervous				

End time of assessment	
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Section 3 – resolution

Please tick all the boxes that apply.

The individual has:	Please tick	Time
Returned to work/school		
Been sent home		
Been collected by a parent		
Been sent to hospital		
Additional comments:		

Form completed by (full name)	
Role	
Date	
Time	

Please store this form in line with data protection legislation and keep on file in case it is required by the individual or a medical professional at a later date. If the individual visits the hospital, a copy of this form can be sent with them for reference.

Appendix 2

First aid risk assessment

Important note: *This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not** use this template without assessing your school's risks.*

St. Peter's Church of England Primary School

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	M	<ul style="list-style-type: none"> • Clear arrangements for first aid are detailed in the <u>First Aid Policy</u> which outlines local external contacts, e.g. GPs and hospitals, and is available to all employees and on the school website. • The <u>First Aid Policy</u> is informed by this risk assessment. • The school considers the needs of non-employees, e.g. pupils and visitors, as well as staff members in all its first aid provision. • All staff, pupils, parents, visitors and carers are made aware of the setting's first aid arrangements, including how to contact a first aider urgently where necessary. • All members of staff are familiar with the procedures outlined in the <u>Health and Safety Policy</u>. • First aid arrangements, including the location of first-aid equipment, facilities and relevant personnel are covered in the induction process – any subsequent 	<ul style="list-style-type: none"> • [Outline what additional steps are required in line with an assessment of your school's specific circumstances to eliminate the hazard or control the risk.] 	Office Manager – <u>L.Page</u>	<u>Signature</u> <u>Date</u>

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>changes are brought to the attention of staff members.</p> <ul style="list-style-type: none"> • First aid notices are displayed in prominent positions at appropriate places on the school premises. • Lists of all first aiders and appointed persons are displayed prominently throughout the school. • Staff members working with pupils are made aware of the expectation to use their best endeavours at all times to secure the welfare of pupils, and informed that the outcomes of taking no action in an emergency are likely to be more serious than if they tried to assist. • First aid needs are reviewed <u>annually</u>, and after any major changes, e.g. changes to staff or premises, to ensure provision remains appropriate. 			
Inadequate first aid provision	Staff, pupils and visitors		<ul style="list-style-type: none"> • Provision is sufficient to ensure that first aid can be administered without delay as necessary and is always available. • First Aid in the School Office 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • The number of first aiders on site is monitored to ensure provision remains adequate throughout the school day, including any wraparound provision. • Procedures are established to allow staff to contact trained first aiders for their assistance where needed. • First aid arrangements take account of absences of a first aider or appointed person and reflect alternative work practices. • Injured or ill pupils are never left unsupervised. • All low-level hazards, e.g. office hazards, and high-level hazards, e.g. using certain chemicals, are identified using specific risk assessments to determine whether different levels of first aid provision are required. • [Early years settings] At least one member of staff with a current paediatric first aid (PFA) certificate is available on site at all times when children are 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			present and accompanies children on off-site activities.			
Staff training	Staff, pupils and visitors		<ul style="list-style-type: none"> • All qualified first aiders undergo, or have undergone, appropriate training delivered by a competent training provider, and hold a valid first aid certificate. • The school has numerous qualified and suitable first aiders among its staff members following an assessment of its circumstances and first aid needs. • The school's specific first aid needs are discussed with training providers in advance to allow courses to be tailored specifically to the school's circumstances. • Retraining is arranged before first aid certificates become invalid. • Where possible, first aiders undertake annual refresher training to maintain 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>their basic skills and keep up-to-date with any changes in procedures.</p> <ul style="list-style-type: none"> • First aiders provide immediate help to staff, pupils and visitors with common injuries or illnesses and those arising from specific hazards at the school or on educational visits. • First aiders ensure that, where appropriate, an ambulance or other professional medical help is called. • Where a first aid needs assessment identifies that medicine specified in Schedule 19 of The Human Medicines Regulations 2012 may need to be administered in an emergency, the school provides first aiders with additional training to recognise the symptoms and condition and to administer lifesaving medication in an emergency situation. • Staff members with PFA training renew their training every three years and the course is consistent with the criteria in Annex A of the DfE's 'Statutory 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>framework for the early years foundation stage’.</p> <ul style="list-style-type: none"> Pupils are taught health education as part of the curriculum which includes basic first aid, e.g. dealing with common injuries. 			
Recording incidents	Staff, pupils and visitors		<ul style="list-style-type: none"> A record is kept of all incidents managed by a first aider or appointed person, or that require first aid staff to be in attendance. The record is used to help inform the development and monitoring of the <u>First Aid Policy</u> and any subsequent first aid needs assessments and identify trends in accidents and areas for improvement. The record is readily accessible in the <u>school office</u> and records the following details: <ul style="list-style-type: none"> The date, time and place of the incident The name of injured or ill person The injury or illness Whether first aid was given 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • What happened immediately after the incident, e.g. they returned to class or a hospital trip was required • The name and signature of first aider or person managing the incident • The likely causes of accidents or injuries are identified and assessed to help the <u>headteacher</u> consider the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. 			
Reporting incidents	Staff, pupils and visitors		<ul style="list-style-type: none"> • The requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are followed, including all reportable incidents being recorded by a specified responsible person and notifying the HSE of fatal and major injuries and dangerous occurrences without delay. • Following the reporting of an incident under RIDDOR, the responsible person considers whether the incident was 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>caused by a failure in the way an activity was organised, the way equipment or substances were used, or the condition of the premises.</p> <ul style="list-style-type: none"> Parents are informed on the same day about any accident or injury their child has sustained, or as soon as reasonably practicable, and whether any first aid treatment was given. Ofsted is notified as soon as reasonably practicable of any serious accident, illness or injury to, or the death of, any pupil while in the school's care, and of the action taken. 			
Insurance	Staff and school		<ul style="list-style-type: none"> The school ensures adequate insurance and risk cover is in place for its first aid provision. The school ensures its risk protection arrangement (RPA) membership, as an alternative to commercial insurance, covers all the activities of its first aiders. 	•		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
First aid equipment, material and facilities	Staff, pupils and visitors		<ul style="list-style-type: none"> • The school provides sufficient materials and equipment which is always available and easily accessible to meet its first aid needs. • All first aid equipment is suitably labelled. • A suitable first aid container stocked in accordance with an assessment of the school's first aid needs is easily accessible on site. • The school has a sufficient number of first aid bags on the premises in line with its first aid needs and considers where additional containers may be required, e.g. distant sports fields and playgrounds. • All first aid bags are marked with a white cross on a red or orange bag and are located near to hand washing facilities where possible. • Medication is not stored in a first aid container. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> A first aider is designated responsibility for checking the contents of first aid containers frequently and restocking them as soon as possible after use. First aid items are discarded safely after the expiry date has passed. 			
Using, storing and disposing sharps	Staff, pupils and visitors		<ul style="list-style-type: none"> The appropriate first aid-trained members of staff are adequately trained in the use, storage and disposal of sharps equipment. Sharps equipment is used in line with the <u>Infection Control Policy</u> and <u>COSHH Policy</u>. The school ensures that sharps remain essential tools for effective first aid care and are only used when required in order to avoid unnecessary use and risk of injury. Staff ensure that sharps-free equipment is used to administer first aid where reasonably practicable to do so. Where it is not reasonably practicable to use sharps-free equipment, 'safer 	<ul style="list-style-type: none"> 		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>sharps' are used where appropriate – 'safer sharps' refers to sharps equipment with safety features to minimise the risk of accidental injury.</p> <ul style="list-style-type: none"> • Where the use of safer sharps is required to administer first aid, this equipment does not compromise the care provided or the needs of the individual requiring first aid. • Where the use of safer sharps is not reasonably practicable and/or the type of equipment cannot be reasonably controlled, e.g. an adrenaline auto-injector (AAI) brought in from home, the person responsible for administering first aid ensures that safe procedures for using sharps are followed. • Sharps equipment is not re-capped unless it is in the interests of safety or it is necessary to do so, to avoid accidental injury while recapping. • Sharps are stored and disposed of near where first aid is usually administered, where possible, to minimise the risk of 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>injury while carrying sharps equipment from storage or to disposal.</p> <ul style="list-style-type: none"> • Sharps that are not intended for re-use are not re-used and are disposed of safely. • Written instructions, in line with the equipment manufacturer's advice, are available for the person using and disposing of sharps equipment. • Sharps are stored and disposed of in clearly marked and secure sharps boxes. • Staff are aware never to fill sharps boxes above the fill line and adhere to this practice. 			
Sharps injuries	Staff, pupils and visitors		<ul style="list-style-type: none"> • First aiders are adequately trained on what to do in the event of a sharps injury. • Procedures are in place for sharps injuries to be recorded in an accident log. • Procedures are in place to allow for the investigation of a sharps injury, in order to learn from the incident and avoid it reoccurring. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Where an individual is at risk of infection or disease due to a sharps injury, the school ensures the individual has access to immediate medical advice, e.g. they are sent to hospital. Clear signage is available surrounding areas where sharps are stored and disposed of in order to alert others, e.g. cleaning staff, to their presence and avoid accidental injury. 			
Off-site activities and trips			<ul style="list-style-type: none"> A travelling first aid container is taken for use on any off-site activities or educational visits. Prior to undertaking any off-site activities or educational visits, the visit leader assesses the level of first aid provision needed and identifies any additional items that may be necessary in the first aid container for specialised activities. First aid provision remains available on school premises when staff and pupils are working elsewhere, e.g. educational visits. 	<ul style="list-style-type: none"> 		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
[New] post-incident response	Staff, pupils and visitors		<ul style="list-style-type: none"> The school offers the first aider mental health support after an incident by signposting them to their GP or government support, such as ‘Promoting mental health and wellbeing in schools and colleges’. The data from the defibrillator is downloaded by the ambulance crew, and any additional data regarding the incident is sent to healthcare services. Staff ensure first aid equipment is ready for use again. The incident is reported under the RIDDOR if the necessary criteria are met. 	<ul style="list-style-type: none"> 		

Appendix 3

Tunbridge Wells Hospital - 01892 823535

Maidstone Hospital - 01622 729000

Crowborough Minor Injury Unit - 01892 652284

Kingswood Surgery - 01892 511833