Brays School

First Aid Policy

Date of Approval	Spring 2025
Approved by:	LAC
Review date:	Spring 2026

Subject to LAC Approval

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 and Early years foundation stage: coronavirus disapplication's 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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states 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 our funding agreement and articles of association.

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3. Roles and responsibilities

Our school has assessed the need for first aid provision and has identified the number of qualified First Aiders holding the First Aid at Work Certificate that ensures adequate cover at our school.

We have also identified the fully qualified Paediatric First Aiders to provide immediate first aid to the pupils who we have deployed to the EYFS classes across the school. The person with overall responsibility for the provision of first aid is the Head Teacher who will identify a number of appropriate people and has overall responsibility for the organization of first aid across the school.

3.1 Appointed person(s) and first aiders

The school has a list of appointed first aiders.

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.

Please note: Brays school has a number of pupils who require 1:1 Complex Care throughout the day to enable them to access their school placement. The Complex Carer will have a detailed knowledge of the pupils' medical needs. It is therefore good practice for the designated first aider to discuss the pupils' illness or injury with the complex carer to gain vital information which will aid recovery or next steps. It is essential that all professionals work together to ensure the best treatment for the pupil.

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

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3.2 The Local Academy Council (LAC)

The Local Academy Council 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 trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that 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 (see section 6)

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 for all incidents they attend to where a first aider is not called using WRM, the electronic website of our health and safety competent partners
- Informing the Headteacher or member of the Senior Leadership Team of any specific health conditions or first aid needs

4. 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

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- 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, they will inform SLT, and parents will be contacted and asked to collect their child.
- If emergency services are called, a member of the administration team will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This is in the form of a paper copy for family / parents. This report may also be in the form of a WRM log, however in the event of an accident or behaviour of concern it is the member of staff witnessing the incident that is responsible for the logging on WRM.
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Educational Visits Leader prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be signed off by the Educational Visits Coordinator.

There will always be at least 1 first aider on school trips and visits, and in the event on an EYFS this will be a paediatric 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 with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves

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- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (foyer area)
- The staff room
- The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form on WRM will be completed by the member of staff who observed the accident and alerted the first aider. This will be 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.
- If First Aid has been administered parents can be notified by DoHo message, telephone call and a copy of the paper first aid book/record.
- The Headteacher will ensure all first aid incidents on WRM are reviewed in a timely manner with copies being uploaded to individual pupil's CPOMS records.
- 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 check with current insurer before securely disposing of.

6.2 Reporting to the HSE

The Head Teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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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

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

How to make a RIDDOR report, HSE

http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

The class teacher/first aider/Administrator will inform parents of any accident or injury sustained by a pupil, and any first aid given on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

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The Head Teacher 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 Head Teacher will also notify the Trust and Birmingham Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All first aiders must have completed a training course and must have 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.

At all times, 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 and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head Teacher every year.

At every review, the policy will be approved by the Local Academy Council.

9. 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 trained first aiders

STAFF MEMBER'S NAME	ROLE
Ellie McKenna	Paediatric First Aider
Maxine Stephens	Paediatric First Aider
Chantel Roberts	First Aid at Work
Georgina Davey	Paediatric First Aid
Alicia Patel	First Aid at Work
Candice Aziz	First Aid at Work
Ruqayah Imran	First Aid at Work

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STAFF MEMBER'S NAME	ROLE
Dale Bampton	First Aid at Work
Jane Hogan	First Aid at Work
Julia Lloyd Jones	First Aid at Work
Kari Anson	First Aid at Work

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