

ATTAIN ACADEMY PARTNERSHIP



First Aid Policy

For

Bocking Primary School



June 2021

Contents

1	Introduction	3
2	Responsibilities	3
2.1	Board of Trustees.....	3
2.2	Local Governing Body	3
2.3	The Headteacher	3
2.4	Teachers and other Academy Staff	4
2.5	First Aider.....	4
2.6	Appointed Person.....	4
3	Strategy.....	5
3.1	Risk Assessment.....	5
3.2	Provision of First Aiders	5
3.3	Qualification and Training	5
3.4	Identification and Awareness of Needs for Pupils (and Staff) with Medical Conditions.....	6
3.5	Contacting First Aiders.....	6
3.6	Appropriate Practice.....	6
3.7	Head Bump	7
3.8	Administration of Medicines	7
3.9	Calling the Emergencies Services.....	7
3.10	Hygiene and Infection Control.....	8
3.11	Safeguarding	9
3.12	Records	9
3.13	Off-site Activities	11
4.	Insurance	11
5.	First Aid Kits	11
6.	Medical Accommodation	12
7.	Parents.....	12
8.	Linked Documents	12
9.	Document Version Control	12
	Appendix 1: First Aid Checklist and Risk Assessment Template	14
	Appendix 2: Concussion Aware	17
	Appendix 3: Contacting Emergency Services	18
	Appendix 4: HSE Guidance on the Provision of First Aiders	19
	Appendix 6: Legislation and guidance.....	20
	Appendix 7: Summary of First Aid Procedures.....	21

Document Reference:	Number: BPS021	Version: 2021-1
Policy Approved and Minuted	By: Local Governing Board Signed:	Date: 8.7.2021
Date of Next Review	May 2023	
Status: Statutory	EIA: N/A	

First Aid Policy

1 Introduction

- 1.1 Health and Safety legislation places duties on employers for the Health and Safety of employees and anyone else on their premises. This includes first aid provision, which must be 'adequate and appropriate in the circumstances'.
- 1.2 The Early Years Foundation Stage Statutory Framework (EYFS) mandates some first aid requirements and is mandatory for all schools and early years providers in Ofsted registered settings attended by young children (i.e. children up to the end of the academic year in which the child has their 5th birthday).
- 1.3 First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. Therefore, there must be first aid provision at all times when people are on academy premises and also off the premises whilst on school visits. It is essential that the provisions made are adequate to ensure assistance can be provided quickly to casualties and a call made to the emergency services when appropriate.
- 1.4 The academy endeavours to provide the best possible care for its pupils and staff. Many of our staff are first aid trained to deliver this care.
- 1.5 This policy complies with the academy's funding agreement and articles of association.

2 Responsibilities

2.1 Board of Trustees

The Attain Academy Partnership trust board is responsible, under the Health and Safety at Work Act for making sure that the academy has a health and safety policy. This should include arrangements for first aid.

2.2 Local Governing Body

The local governing body has responsibility, together with the Headteacher, for ensuring the health and safety policy is implemented within the academy.

2.3 The Headteacher

The Headteacher is responsible for

- Putting the health and safety policy into practice and for developing detailed procedures
- Ensuring all staff are aware of first aid procedure
- Ensuring parents/carers are aware of the academy's health and safety policy and first aid arrangements

- Ensuring there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off-site
- 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 3,12)

2.4 Teachers and other Academy Staff

Appropriate training and guidance will be arranged for all staff who volunteer to be first aiders/appointed persons.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the academy in the same way that parents might be expected to act towards their children.

Staff are responsible for

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are
- Completing accident reports for all incidents they attend to where a first aider / appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

2.5 First Aider

The main duties of the first aider are to

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the academy
- When necessary, ensure that an ambulance or other professional medical help is called

First aiders must have completed a training course approved by the Health and Safety Executive.

2.6 Appointed Person

The appointed person will

- Take charge when someone is injured or becomes ill
- Look after the first-aid container
- Ensure that an ambulance or other professional medical help is called when appropriate

The appointed person does not have to be a first aider although it is good practice to ensure that the appointed person has emergency first aid training. They should **not** give first aid treatment for which they have not been trained.

3 Strategy

3.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1992 require employers to undertake suitable and sufficient assessments of risks to Health and Safety of their employees and others who may attend the premises. Arrangements for first aid at the academy has been based on a risk assessment of the site, and covers

- Number of first aiders/appointed persons
- Number and location of first-aid containers
- Arrangements for off-site activities/trips
- Out of academy arrangements e.g. lettings, parents evening, outside of normal hours.

(See Appendix 1 for the First Aid Checklist and Risk Assessment template)
The risk assessment is published on the Health & Safety noticeboard in the staffroom and on DB Primary.

The risk assessment is reviewed annually or when circumstances change markedly.

The academy is classed as a low risk environment.

3.2 Provision of First Aiders

To ensure sufficient coverage and quick access to a first aider for staff and pupils the following should also be considered alongside the risk assessment:

- Adequate provision to cover absence, leave, offsite activities
- Previous accident rates/illness
- The layout of the premises e.g. split sites, number of buildings and activities in each
- Any specific hazards e.g. kitchens, pools
- Numbers of pupils on site
- Extended / extracurricular activities
- Shift work and extended working hours / lone working
- Arrangements for higher risk areas such as PE, DT etc., where staff require quick access to a first aider and need to be aware of immediate remedial measures to manage an injury.

First aid cover unless part of the job role is voluntary.

See Appendix 4 for suggested minimum numbers for first aiders

3.3 Qualification and Training

- All nominated first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation

- A record of trained personnel is kept centrally
- Names of all first aid trained staff can be found on the Staff Notice board in the Staff Room should they be required should they be required.

Early Years Team

Reception and nursery classes must meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has a current paediatric first aid certificate.

3.4 Identification and Awareness of Needs for Pupils (and Staff) with Medical Conditions

- This policy does not replace the need to gain and document specific advice for individuals with disabilities or long standing medical conditions or allergies which may require special treatment or medical support in the case of accidents or illness.
- Parents are responsible for informing the academy of any medical condition of their child that may be a cause for concern. Individual Healthcare plans are prepared for children identified with special medical needs.
- Academy staff must report any concerns they have on the medical welfare of any pupil.
- In order to provide the same level of care for academy personnel, staff are encouraged to inform HR of any medical condition that may be a cause for concern and could require special emergency treatment.
- First aiders will need to be informed if a pupil (or member of staff) is likely to need special emergency treatment. Individual Healthcare Plans must be made available to first aiders, and a copy should be provided to any medical practitioner providing emergency treatment.

3.5 Contacting First Aiders

Names of first aiders/appointed persons are displayed prominently around the academy on how to summon first aid. The procedure is included in staff and volunteer induction training and pupil safety talks.

There is an emergency card system in place for summoning immediate help from the office.

3.6 Appropriate Practice

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, they should seek advice, call 999 or phone NHS 111.
Urgent treatment should not be delayed in order to consult with parents or carers

Minor incidents should be dealt with efficiently and the child returned to the playground or classroom when possible and practical.

3.7 Head Injuries

Children often bump their heads without further consequences but parents should be informed about bumps and symptoms to be aware of so that they can look out for any signs that the injury could be more serious. (Appendix 2)

Parents/carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded in to the accident book. It is the responsibility of the first aider dealing with the bumped head to inform the class teacher who must then relay the information back to the parent.

A copy of the accident form will be sent home and the children will also wear a Bumped Head sticker.

For more severe bumps or if any of the signs become apparent while the child is still at the academy, parents should be contacted immediately and arrangements made for them to see a GP or attend A & E.

3.8 Administration of Medicines

The procedures for the administration of medicines are detailed in the 'Policy for the Administration of Medicines and Management of Children's Illnesses'. All staff are expected to have full knowledge of this policy.

The academy is unable to administer any medication without a completed, and signed, Parent Consent Form.

Records will be kept of all medicines administered to pupils.

All medication is kept securely.

- Asthma inhalers are kept in the child's classroom
- Epipens, one is kept in the child's classroom and one in the staffroom
- All other remaining medication is kept in the reception office.

3.9 Calling the Emergencies Services

A procedure for dealing with accidents must be in place and communicated to staff.

The responsibility for calling the emergency services lies with the Headteacher and the appointed person. However, in the event of an emergency any member of staff may make this call. They must ensure that the Headteacher and Reception Office are informed as soon as reasonably possible that the call has been made and an ambulance is on its way.

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

If the casualty is a child, their parents / carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the academy office.

Staff should not take pupils to hospital in their own car in serious instances, but should await an ambulance. A member of staff should accompany the pupil to the hospital until the parents/carers arrive. Health professionals are responsible for decisions on medical treatment where a pupil's parents or guardian is unavailable

3.10 Hygiene and Infection Control

All staff should take precaution to avoid infection and must follow adequate hygiene procedures. The following infection control procedures must be adhered to:

- Wear single-use disposable gloves (preferably not latex due to allergies) when administering first aid. These can be found in every first aid box.
- Wash hands thoroughly before and after giving first aid
- Cover exposed cuts or abrasions on their own hands with waterproof dressing to avoid contamination of cuts / abrasions with another persons blood or other bodily fluids
- Wear PPE, such as facemask, eye protection and apron where there is a risk of splashing blood or other body fluids or risk of exposure to viral / bacterial infections diseases (such as Covid-19).

First aiders must follow their training and maintain good standards of infection control.

Human hygiene waste produced in schools and offices is generally assumed not to be clinical waste however this should be assessed on a case-by-case basis. Risks assessments are in place for the

- Handling and disposal of sharps

- Handling of potentially infected materials and clinical waste
- Handling offensive non-hazardous human/animal hygiene waste

All staff should be aware of the contents of these risk assessments and procedures.

Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Blood soiled wipes and dressings should be disposed of in the appropriate biohazard waste bin located in the main building (Men's/disabled toilet).

3.11 Safeguarding and Intimate Care

Any first aider adults dealing with an injury / soreness in an area of the body that could be described as intimate should have a second adult present. Children are encouraged to help themselves, wherever possible, and the child's dignity should be maintained at all times. The child's permission is always sought if garments need to be removed, e.g. to clean a wound. (See intimate care policy for further information).

All staff are responsible for reporting any concerns immediately to the Designated Safeguarding Lead.

3.12 Records

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- The date, time and place of the injury or illness occurring
- The name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- Details of the injury or illness and what first aid was given;
- What happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- The printed name of the first aider or person dealing with the casualty.

For major accidents / incidents a further form (Level 2 Accident form) must be completed within 24 hours after the accident / incident. (Any accident that results in the individual being taken to hospital is considered a major accident/ incident). These forms are obtained from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

All staff, visitor and major pupil accidents / incidents will be investigated and monitored.

The information recorded will help the academy, and trust, identify accident trends and possible areas for improvement in the control of health and safety risks:

- Be used for reference in future first-aid need assessments
- Be used for insurance and investigative purposes.

Records should be kept according to the following schedule:

- Pupils: DOB + 25 years
- Employees and others: 6 years from date of the accident

This means that records of first aid provided to pupils should be kept separately from that provided to employees and others. Records must also be protected from unauthorised access.

Certain incidents are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). A RIDDOR report is required when

- An employee is injured, wherever they are working, and the work-related accident
 - Results in death or a specified injury (see Reportable Specified Injuries, RIDDOR 2013)
 - Prevents the injured person from continuing their normal work for more than seven consecutive days (not counting the day of the accident, but including the weekend and rest days)
- A member of the public (pupil or visitor) is injured in an accident at the academy or on an activity organised in the academy and the accident
 - Results in the death of the person, and arose out of or in connection with a work activity; or
 - Results in an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. Examinations and diagnostic tests do not constitute 'treatment'. There is no need to report incidents where people are taken to hospital as a precaution when no injury is apparent.

If a pupil injured in an incident remains at the academy, is taken home or is simply absent from the academy for a number of days, the incident is not RIDDOR reportable.

The Headteacher and / or H & S Coordinator are responsible for notifying and reporting incidents to the Health and Safety executive (HSE) but can seek support from the trust. Any serious or reportable accident / incident must be reported to the trust.

Further information on RIDDOR can be found in the HSE publication '[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) Guidance for employers](#)'

Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

Parents can view the accident record however staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take notes, photographs or obtain a copy of the accident report.

3.13 Off-site Activities

Classes leaving academy premises should take a first aid kit and a sick bucket with essential cleaning supplies. Whenever possible a trained First Aider should accompany the children. A full risk assessment should be completed before any visit, in time for the academy's Health and Safety Co-ordinator and / or EVC to review the assessment and make any additions or alterations.

4. Insurance

Employees who hold a valid first aid qualification are covered by the academy's insurance provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training.

5. First Aid Kits

There must be adequate level of first aid materials, equipment and facilities in the academy to ensure that an injured person can be treated quickly in an emergency.

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. Kits should be immediately available on playing fields.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background. The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

First aid does not include the administration of medicines and therefore tablets and medication of any description will not be kept as part of the first aid provision. If medication is needed for pupils it will be kept in a locked cupboard or fridge as appropriate and accessed only by designated staff

First aid arrangements must be in place when used outside of normal hours or when let. First aid boxes should be available at that time and access to a telephone.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be

provided. Each container should hold at least 300 ml and should not be re-used once the seal is broken. At least 900 ml in total should be provided

6. Medical Accommodation

The School Premises (England) Regulations 2012 requires every school to have appropriate accommodation that can be used for medical treatment / short term care of sick and injured children when required. This area should have a sink and be reasonably near a WC. The room can be used for other purposes but must be available when required. The room can be used for other purposes but must be available when required.

During academy hours, first aid provision at the academy is provided outside under the canopy during break and lunchtimes and on the bench outside the reception office at all other times. Both areas are equipped with adequate first aid facilities and equipment.

The Breakfast and after-school club manage their own first aid provision.

7. Parents

Children often fall and bang themselves, and most of time these are harmless events. Parents will be informed of any accidents, injuries sustained and/or first aid given to their child in the school. In the majority of cases, this will be by their class teacher at pick up however for visible head bumps or notable events requiring further monitoring by parent or assessment by a GP or the emergency services, parents will be contacted immediately by telephone.

8. Linked Documents

- Policy for the Administration of Medicines and Management of Children's illness
- Allergy and Anaphylaxis Policy
- Emergency Action plan
- Intimate Care Policy
- Infection Control Policy
- Lone Working Policy
- [Supporting children with medical needs](#)

9. Document Version Control

Version	Date Issued	Author	Update Information
2021-1	June 2021	K Ellwood	Policy reviewed in line with current government guidance. No procedural changes however minor amendments were made to clarify the following: <ul style="list-style-type: none">● Section 1: the EYFS requirement for first aid● Section 2.3: roles of heads and staff

			<ul style="list-style-type: none"> • Section 3.2: areas to include in assessment of first aid provision need • Section 3.9: the requirement to inform parents immediately where emergency services are called and staff not to transport seriously injured children in personal vehicles • Section 3.10: infection control procedures • Section 3.12: the requirement to complete additional form for serious incidents and report to trust • Section 5: the need for first aid kits to remain accessible at all times and not to include medication. • Appendices 4 – 7: clarification of legislation and
--	--	--	--

Appendix 1: First Aid Checklist and Risk Assessment Template

Academy:

Date of Assessment:

No	Assessment Factor	Apply		Impact on First Aid Provision
		Yes	No	
	Hazards			
1	Does the academy have higher risk areas such as science labs or workshops?			<p>You will need to ensure that first aid is available close to these rooms.</p> <p>The minimum provision for low-level hazard areas (such as offices and shops):</p> <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box
2	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?			<p>You will need to consider:</p> <ul style="list-style-type: none"> • Provision of additional first aiders cover capable of dealing with injuries resulting from special hazards • Providing suitably stocked first-aid box • Providing additional first-aid equipment • Precise positioning of equipment
3	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?			<p>You will need to ensure:</p> <ul style="list-style-type: none"> • Adequate numbers of trained First Aiders for these lessons, events or visits. • Travelling first aid kits have been maintained • For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket. • Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders. • Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications. • Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age

				children and that it includes the resuscitation of that age group
4	Does your curriculum contain swimming lessons?			Does your curriculum contain swimming lessons? Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
	Employees			
5	Are there more than 25 people employed on site?			Where there are large numbers of employees, i.e. more than 25, even in low hazard environments, you should consider providing: <ul style="list-style-type: none"> • first-aiders; • additional first-aid equipment; • a first-aid room
6.	Are there inexperienced workers on site, or employees with disabilities or particular health problems?			You should consider: <ul style="list-style-type: none"> • additional training for first aiders; • additional first-aid equipment; • local siting of first-aid equipment. • risk assessments <p>Your first-aid provision should cover any work experience trainees</p>
	Accidents and Ill-health Records			
7.	What is your history of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: <ul style="list-style-type: none"> • locate first aid in certain areas • review the provision
	Working Arrangements			
8	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
9	Do any of the employees work shifts or out of hours working or after school activities?			Adequate first-aid provision is required at all times while people are at work
10	Is the workplace remote from emergency medical services?			You should: <ul style="list-style-type: none"> • consider special arrangements with the emergency services; • consider emergency transport requirements
11	Do you have staff that travel a lot or work alone?			You will need to consider: <ul style="list-style-type: none"> • issuing personal first-aid kits and training staff how to use them; • issuing personal communications.
12	Do any of your staff work at sites occupied by other employers?			You should make arrangements with other site occupiers to ensure adequate provision of first aid.
13	Do you have sufficient provision to cover absences of first-aiders or appointed persons?			You should consider: <ul style="list-style-type: none"> • what cover is needed for annual leave and other planned absences;

				<ul style="list-style-type: none"> what cover is needed for unplanned and exceptional absences.
	Non-employees			
14	Do you have any temporary workers, volunteers or other children on site?			<p>Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.</p> <p>The first-aid provision for the academy must cover all people on the premises who are under our duty of care</p>
15	Do you have pupils and visitors who have special health needs?			<p>Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures.</p> <p>There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times</p>

Actions

No.	Action	Who by	Target Date

Member of staff responsible for overseeing First Aid: Headteacher

Agreed First Aid provision (Provide Staff Names):

Mrs Terri Reeves
Mrs Johanna Greenslade
Mrs Derina Pennington

Poolside Resuscitation: N/A

Location of First Aid Kits: Main Office

Additional first aid equipment (e.g. eye irrigation): Main Office

Nearest A & E Provision: Broomfield Hospital

Appendix 2: Concussion Aware

Be #ConcussionAware in the classroom

Concussion is a type of traumatic brain injury that may alter the way your child's brain functions. Despite the idea that concussion isn't serious, it can cause substantial difficulties or impairments that can last a lifetime. Remember, a child could still have a concussion even if they have not 'passed out' or had a loss of consciousness.

What are the facts

- Concussion is a brain injury
- All concussions should be taken seriously – it changes how the brain works
- Children can recover quickly BUT a concussion can lead to ongoing problems
- Concussions are caused by direct blows or bumps to the head
- They can be sport related or through a fall or bump to the head in the playground
- Complications after concussion can include a blood clot in the brain and can be fatal

What to look for

For the following symptoms, seek medical help immediately:

- ❖ Cannot be woken
- ❖ Neck pain
- ❖ Persistent vomiting
- ❖ Slurred speech
- ❖ Pupils unequal in size or blurred / double vision
- ❖ Seizures
- ❖ Memory loss
- ❖ Change in behaviour

Other symptoms include:

- Feeling dazed
- Headache
- Nausea vomiting
- Poor balance / dizziness
- Visual problems
- Sensitivity to light and noise
- Difficulty concentrating / remembering
- Irritability / sadness / nervousness

What to do

- 1 Remove them from play
- 2 Get child assessed by a GP or medic
- 3 Ensure they rest and take some time away from physical activities such as sports and playing, as well as cognitive activities such as school work or reading to allow for recovery
- 4 When symptoms completely resolve, the child should be seen by their GP or medic before they return to play



braininjuryhub.co.uk

[@braininjuryhub](https://twitter.com/braininjuryhub)
facebook.com/braininjuryhub



Registered charity number 288018. The information contained in this poster is evidence based and clinically approved. For references or more information please email train@nhs.uk


The Children's Trust
For children with brain injury

Appendix 3: Contacting Emergency Services

Request an Ambulance - Dial 999, ask for ambulance and be ready with the following information

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number

2. Your Name

3. Your location as follows: (insert academy/setting address)

4. State what the postcode is

5. Provide exact location of the patient within the academy setting

6. Provide the name of the child and a brief description of their symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the patient

Put a completed copy of this form by the telephone

Appendix 4: HSE Guidance on the Provision of First Aiders

Suggested minimum numbers of First Aiders based on the HSE guidance are given below:

Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aiders within the academy
Lower Hazard	Fewer than 25	One EFAW (appointed) person
	25-50	At least one EFAW trained first aider – preferably two for cover
	More than 50	At least one full FAW trained person for every 100 employed or part thereof (minimum two for cover)
Higher Hazard	5 – 50	At least one FAW trained member of staff
	More than 50	At least one additional FAW trained person for every 50 employed or part thereof (minimum two for cover)
School Setting with EYFS	n/a	At least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present, and must accompany children on outings (minimum two required for cover)

EFAW: Emergency First Aid at Work

FAW: First Aid at Work

Appendix 6: Legislation and guidance

This policy is based on the following:

- [Statutory Framework for the Early Years Foundation Stage](#) guidance
- [Early years foundation stage: coronavirus disapplication](#) guidance
- Department for Education advice on
 - [first aid in schools](#),
 - [health and safety in schools](#)
 - [actions for schools during the coronavirus outbreak](#)
- [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

Appendix 7: Summary of First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in the academy, 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 academy office will contact parents immediately
- The first aider / relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: the academy will use its 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

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

Off-site procedures

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

- A mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils
- Access to parents' contact details

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips, as required by the statutory framework for the Early Years Foundation Stage.