

First aid policy



Author: Peter Davidson

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Approved by: Tom McGrath

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1. Aims

The aims of the British Primary School of Wilanow's (BSW) 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](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- Polish Fire Safety standards for school
- Polish Health and Sanitary Authorities for school and school dining areas
- Polish Labour Inspectorate
- Polish Local Education Authority guidelines for Health and Safety in Schools
- Polish Environmental Health Authorities
- Polish Local Authority Building Inspectors
- Polish Road Transport Authorities

3. Roles and responsibilities

All new staff who will come into regular contact with pupils are required to take a basic First Aid course delivered by qualified instructors during the August INSET week. The course covers basic first aid, paediatric first aid including infant and adult cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) machine. If staff fail the course they must retake it until they pass.

The expectation at BSW is that all members staff who come into regular contact with pupils can be the first responder in a first aid situations and that **ALL** members of staff are expected to act.

3.1 Staff with first aid qualifications

Staff with first aid qualifications 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 school's first aid qualified staff are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board 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 Principal and Head of Primary

The Principal 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 site risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, site 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)

The Head of Primary is responsible for

- Ensuring appropriate site-risk and education visit risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that Teachers and Lead staff undertake, educational visits and off-site risk assessments, as appropriate, and that appropriate measures are put in place
- In the Principal's absence, the Head of Primary assumes the day-to-day health and safety responsibilities as outlined above

3.5 Other Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Assisting with accident reports (see appendix 2) for all incidents they attend
- Informing the Principal, Head of Primary or their manager 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 provide the required first aid treatment. From this point they are the first responder.
- The first responder 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 responder will also decide whether the injured person should be moved or placed in a recovery position
- If the first responder 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 responder will recommend next steps to the parents
- If emergency services are called, the Receptionist will contact parents immediately
- The first responder will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. An accident report, once completed, automatically goes to the Head of Primary, Principal and Receptionist via the school portal. The receptionist contacts Parents.

4.2 Off-site procedures

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

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

Risk assessments will be completed by the Teacher prior to any educational visit that necessitates taking pupils off school premises and approved by the Head of Primary

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, 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
- 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:

- Classrooms
- Reception (at the desk)
- Office
- The Dining Hall
- The school kitchen
- School vehicles
- Forest School and PE storage

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first responder 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 of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Receptionist
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with Polish regulation.

6.2 Reporting to the HSE

Reporting to the Health and Safety Executive

The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence.

The Principal will report these to PIP (National Labor Inspectorate in Warsaw) as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being hospitalised
- Where something happens that does not result in an injury, but could have done

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

6.3 Notifying parents

The School Receptionist 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.

6.4 Reporting to Local Authority and child protection agencies

The Principal will notify the local authority 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 of Primary (DSL) will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All new teaching staff take a basic First Aid course delivered by qualified instructors during the August INSET week. The course covers basic first aid, paediatric first aid including infant and adult cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) machine. If staff fail the course they must retake it until they pass.

Staff renew first aid during inset on a 2 year cycle.

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 on a 2 year cycle.

8. Monitoring arrangements

This policy will be reviewed by the Head of Primary every 2 Years.

At every review, the policy will be approved by the At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
Peter Davidson	Head of Primary	pdavidson@bswilanow.org
Tom McGrath	Principal	tmcgrath@bswilanow.org
Sarah Leybourne	Deputy Head of Primary	sleybourne@bswilanow.org
Estelle Burder	Lower Primary Coordinator	eburder@bswilanow.org
Jessica Miller	Middle Primary Coordinator	jmiller@bswilanow.org
Saul Simpson	Sports & Outdoor Learning Coordinator	ssimpson@bswilanow.org
Phil Hart	Upper Primary Coordinator	phart@bswilanow.org
Anna Pielak	Nursery Teacher	apielak@bswilanow.org
Catherine Widseth	Reception Teacher	cwidseth@bswilanow.org
Jayde Simms	Year 1 Teacher	jsimms@bswilanow.org
Zuzanna Boguta	Year 1 Teacher	zboguta@bswilanow.org
Dinah Middleton	Year 2 Teacher	dmiddleton@bswilanow.org
Emma Brigg	Year 3 Teacher	ebrigg@bswilanow.org
Alice Cope	Year 5 Tutor	acope@bswilanow.org
Imelda Perido	Teaching Assistant (Nur)	iperido@bswilanow.org
Magda Gajda	Support Teacher (Nur)	mgajda@bswilanow.org
Natalia Rejmak	Teaching Assistant (Nur)	nrejmak@bswilanow.org
Magda Krzyżanowski	Teaching Assistant (Y1)	mkryzanowski@bswilanow.org
Anna Faltyn	Teaching Assistant (Y1)	afaltyn@bswilanow.org
Marta Wasilewska	Polish Language Teacher	mwasilewska@bswilanow.org

Paulian Rdzanek	Polish Foreign Language Teacher	prdzanek@bswilanow.org
Katarzyna Starykow	Speech Therapist	kstarykow@bswilanow.org
Alex Tsolka	PE and Music Assistant	atsolka@bswilanow.org
Paulina Jaskula	Receptionist	pjaskula@bswilanow.org
Monika Szuba	Administration Manager	office@bswilanow.org

Appendix 2. Accident report*

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			
Name of person attending the incident			
Signature		Date	
*BSW uses an online form for pupil accident reports which can be accessed by the following link. This records the information as displayed here but on an internal system.			
https://goo.gl/forms/07RmqoFCUK64uIRt2			