

Viking Academy Trust



First Aid Policy

Approved by the Trust: Term 3 2017

Reviewed annually: Term 4

Last review date: Term 4 2025

Signed:

Chair of Trust

First Aid Policy

Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

Schools in the Viking Academy Trust (VAT)

These are:

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This First Aid Policy is for **all aforementioned schools** within the Viking Academy Trust.

It is the schools' responsibility to provide appropriate first aid to pupils, staff, parents and visitors to school, and to put the procedures in place to meet this responsibility.

Aims

- To identify the first aid needs of the school in line with the Health and Safety (First Aid) Regulations, 1981, and the Management of Health and Safety at Work Regulations, 1999.
- To ensure those First Aid needs are met for pupils, staff and visitors.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.
- To appoint the appropriate number of suitably trained people as 'Appointed Persons' and 'First Aiders', to meet the needs of the school.
- To provide relevant training on a regular basis and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the school website) of the School's First Aid arrangements and policy.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) 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 1999](#), which require employers to carry out risk assessments and 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

[The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Academies, including free schools, if applicable, add/amend: This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The **Executive Head and the Board of Trustees** have the ultimate responsibility for all health and safety matters for the Trust, but this responsibility is delegated to the Head of School at Chilton Primary, Ramsgate Arts Primary and Upton Junior Schools.

The **Head of School or nominated individual, as School-Wide Health and Safety Coordinator** is responsible for the health and safety of their pupils, staff, visitors and anyone else on the premises, for example, including contractors working on the school site. **The Health and Safety Coordinator or nominated individual** must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They are also responsible for putting the policy into practice. They should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents.

New staff are to be informed of procedures as part of their induction programme; the staff notice board has any important first aid details displayed in the staff room and staff training is given regularly and in response to need. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

All staff are expected to do all they can to secure the safety and welfare of the pupils.

The Appointed Person need not necessarily be the First Aider but will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Viking Academy Trust 'Appointed Persons' are the Office Staff at each school.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. They will:

- Be contacted to give immediate help to casualties if required during lesson time
- Any pupil complaining of illness or who has been injured is to be sent to a first aider to inspect and, where appropriate, treat.
- During break or lunchtime any pupil complaining of illness or who has been injured is to be sent to the first aid room/place where a trained first aider will deal with the casualty.
- All incidents are to be recorded either in the Accident Book (with duplicate sheets) or Minor

- Incident Book, as appropriate (please see first aid reporting levels spreadsheet – appendix 2).
- Where possible, constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern **any member of staff** can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school **a member of staff** will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.
- Staff must wear disposable gloves when dealing with blood and bodily fluids. Contaminated items must be disposed of in designated containers.

First Aid Procedures in School

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek help from a qualified first aider who will provide the treatment required.
- The first aider will assess the injury and decide if further assistance is needed from a colleague, or the emergency services. They must remain at the scene until the support arrives.
- The first aider will also decide if the injured person can be moved / placed in the recovery position where they are.
- If the pupil requires emergency services, parents will be contacted immediately.

Unwell Pupils

- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon arrival, the first aider can advise parents as to next steps. School Senior Leadership will be notified if a child is sent home.

First Aid Procedures Off the School Site

When taking pupils off the school premises for school trips, the appointed person will ensure they have the following:

- A mobile phone
- A portable first aid kit
- Information and associated medication for pupils with medical needs
- Parental consent

At least one first aider will be required to be on the trip. If the children are early years age (Year R), the first aider must be a qualified 'pediatric' first aider.

Risk assessments including medical information will be completed by the trip lead prior to the visit.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent.

It must be clearly labelled with the child's name. An online form detailing the care plan (the dosage and times when the medicine should be taken) must be completed by the parent/carers,

and signed / dated.

See appendix 1 for VAT Administering Medicine Consent Form

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical care plan which clearly details medication required, dosage and storage.

Reporting

- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book accordingly and kept in the office and/or shared First Aid area. For guidance on what should be recorded, please see Appendix 2 (Reporting Levels spreadsheet).
- Parents are to be informed of head injuries via a phone call. Key Stage 1 children will also wear a red sticker in order to be monitored throughout the day.
- In the event of an injury requiring trip to medical care, staff should also complete the accident reporting form (Appendix 3). This should also be completed for employees if they sustain an injury at work.
- The Executive Head, Head of School or most senior teacher on site will be informed of any serious injury occurring throughout the day.

RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

The Executive Head or their nominated representative is responsible for ensuring this happens.

Appendix 4: Pupil Injury/Mobility Risk Assessment

Record Keeping

The Executive Head or Head of School or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name/initials and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Governor/Trustee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Accident records (minor incident books and accident slip duplication booklets) must be kept at the end of each year, for a period of 7 years (current year plus 6m following), according to the Kent County Council retention schedule.

As part of termly KPIs, the Board of Trustees and/or delegated representative, receive information regarding all accidents reported to HSE.

First Aid Equipment

First aid kits are located in the office and the first aid room for all off-site visits.

First Aid Boxes in school should contain:

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads / bandages
- Individually wrapped triangular bandages (regular and large)
- Safety pins
- Adhesive tape
- Disposable gloves
- Antiseptic water wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings • Disposable gloves

No medicine/tablets are to be kept in the first aid boxes.

First Aid Training

All school staff may undertake first aid training, although it is not usually recommended for the teaching teams, as they have responsibility for the entire class / group, therefore first aid responsibility will fall with Teaching Support Staff, Office Staff, Sports Coaches and Midday Meals Supervisors.

All first aiders must have completed a training course and hold a valid certificate of competence to show this, valid for up to three years. This will be kept on the staff member's personnel record. The school offices will also keep an up to date register of who is trained within school and when their first aid certificate expires.

Appendix 1:

[VAT Administering Medicine Consent Form](#)

Appendix 2:

VAT Reporting Levels Spreadsheet – examples of recording:

Level	Example Injury	Example of injury Presented	Example First Aid Required	Recordable	Further Action required
1	Splinter	Red area	None	No	None
	Little tooth fallen out	None	None	No	None
	Low level playground incident	no mark, light scratch or graze, tiny bruises	None	Low level incident book	None
	Small and quick nosebleed	None	Pinch and monitor	Low level incident book	None
2	Bad graze	bleeding graze	Clean, plaster	Duplication Slip	None
	Cut	bleeding cut	Clean, plaster	Duplication Slip	None
	Bad bruise or potential	blue/brown/red mark	Cold compress	Duplication Slip	None
	Twist	Potential swelling	Cold compress	Duplication Slip	None
3a	Longer nosebleed	bleeding which doesn't stop after 10 minutes	Pinch and monitor	Duplication Slip	Contact parent if continues
	Bumped Head	no mark	Cold compress	Slip and sticker	This is a judgement call - if low level, the slip informing the parent will suffice
3b	Bumped Head	Bruise, mark or lump	Cold compress	Slip and sticker	Sent to office for call home to advise parent that they are well enough to stay in school but we wanted to make aware
4	Bumped Head	Lump is an egg, bad cut, child is sick, child is very dizzy and incoherent	Cold compress	Call home immediately for collection, make SLT aware	Accident form -filled out by principal first aider
	Faint or pass out	Child incoherent or unconscious		Call home immediately for collection, make SLT aware	Accident form -filled out by principal first aider
	Possible broken bone		dependent on bone, area is dressed or put in a sling	Call home immediately for collection, make SLT aware	Accident form -filled out by principal first aider
5	Major Incident on site			Call 999 for an ambulance, make SLT aware	Contact Sarah Hickman (H and S lead) and Michalea Lewis as appropriate

Appendix 3:

[VAT Accident Reporting Form](#)

Appendix 4:

[VAT Pupil Injury / Mobility Risk Assessment](#)