

Wallace Fields Infant School and Nursery



First Aid Policy

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: Summer 23

Next Review: Summer 24

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Document History

Date	Amended By	Comment (e.g. reason for version change)
17.02.2020	Collette Pasley	Updated (in red) First Aiders New Playground First Aid Procedures Removed Playground Bum Bag information no longer relevant Treatment Plan Section Included the 5 rights of medication chart
13/03/20	Nicky Mann	Final proof read
08/03/2021	Tara Cooke	Updated names of First Aiders only
13/9/2021	Collette Pasley	Updated names of First Aiders only
26/9/21	Collette Pasley	Updated first aid process for playtime
26/09/21	Collette Pasley	Updates to Treatment Plan Section and Asthma Leaflet
01/10/21	Nicky Mann	SLT Ratify
09/06/22	Collette Pasley	Updated details for First Aiders Updated with details of reinstated Playground First Aid Box and Record Book
14/07/22	Anne-Marie Nicholson	Updated as per SFET format
21.07.2023	Katie Muir	Updated annually

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](#), 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Rachel Vohra. 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

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 appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to
- Informing the headteacher 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 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 the 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, 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 parents will be contacted immediately
- Rachel Vahora will complete an accident report form which will be signed by the Head Teacher 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.

Playground First Aid

- There is a Playground First Aid Box and Record Book which is taken on the playground for morning breaks and lunch time. Assistant Teachers / ELSA should check the Playground First Aid box supplies are replenish these from the first aid room stocks to ensure they have everything they require for minor incidents. Any minor bumped heads in the playground should always be given a bumped head sticker and details written in the first aid book
- Any minor grazes or broken skin injuries should be given an appropriate sticker informing parents and details written in the First Aid book
- Pupils with more serious injuries should be accompanied to the office **BY AN ADULT** so correct details can be relayed to the parents and in order to deal with injury accordingly
- Any calls required to parents should also be noted to the First Aid book, these calls are either made by the person who attended the incident or by Mrs Miller or Mrs Pasley in the school office

Red Card System

Playground Medical bag and Classroom is provided with a Red Card which says 'Come now-Class location'. This card is designed to flag the requirement of immediate help in an emergency situation. If staff attend an emergency where they cannot leave, this card is to be given to another adult/child and brought directly to the main Office staff/Leadership team and someone will come to the scene immediately.

Pupil Treatment Plans

Any pupil at the school who has specific medical needs/allergies /Asthma etc. will have an individual Treatment Plan or their individual Asthma Plan which has been provided to the school with their inhaler which details all the information the school need to be aware of. These are kept in the treatment plan folders in:

- First Aid area
- Staff Room
- KidsQuest
- Shining Stars Nursery (Gold Stars / Silver Stars and Little Stars)
- School Kitchen
- Relevant Class rooms

All staff are asked to familiarise themselves with Treatment Plans on a termly basis which details any pupils who have medical issues. All staff will be required to sign a declaration to confirm they have done this termly.

Medicines for Chronic Conditions

We only administer medicine to children who suffer from ongoing medical condition e.g. Asthma. In this situation no medicine is given without the written consent of the parent. All medicines that are

given in school should have written instructions from the parent and /or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage levels.



We ask Parents where possible that medication should be prescribed in dose frequencies which will enable it to be taken outside of school hours. Medicines should be brought to the school, and handed to a member of the office staff preferably by the parent. The medicine should be in a container clearly labelled with the child's name, the type of medicine and the dosage instructions. In cases where there is doubt about the correct dosage, advice is sought from the School Nurse Team.

See Appendix 4 for Asthma Treatment process

4.2 Off-site procedures

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

- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils/staff
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Classrooms, the Playground First Aid Box and the First Aid Area.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the First Aider 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
- 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 securely disposed of

Reporting Minor Accidents

First Aiders must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be found in the First Aid folder in the First Aid area.

See Appendix 3 for Bumped Head Process

Reporting Major Accidents

First Aiders must complete Serious Injury form and discuss incident/outcome with the Senior Leadership Team. This form can be found in the First Aid folder in the First Aid area.

The following accidents must be reported to HSE

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days
- Accidents resulting in a person being taken from the site of the accident to hospital detailing e.g. if it relates to:
 - Any school activity, both on or off the premises
 - The way the school activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the Health and Safety team within 5 calendar days.

6.2 Reporting to the HSE

The Deputy 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 Deputy Head Teacher will report these to the HSE 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, 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)

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

6.3 Notifying parents

The person who attended the incident, class teacher or Rachel Vohra 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 Ofsted and child protection agencies

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 Designated Safeguarding will also notify the Surrey Safeguarding Board any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold 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 (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

In addition, all school staff will participate in Epipen Training annually provided by either the school nurse or National College Online.

External companies/organisations conducting After Schools Clubs at WFIS & Nursery are required to be Paediatric First Aid Trained and Auto Injector trained in order to run their clubs.

PTA events at WFIS & Nursery are required to have First Aid on site, this is provided by a member of WFIS & Nursery staff or for larger events by St John Ambulance.

8. Monitoring arrangements

Accident records can be used to help the Head and the Governing Board identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes. The Head Teacher/Business Manager will establish a regular review and analysis of accident records.

The governing board will also receive an annual report from the Head Teacher on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Headteacher and board of governors.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Last reviewed on:

Summer 2023

Next review due by:

Summer 2024

Appendix 1: List of trained first aiders & Training Log

First Aider Name	Location	Qualification	Expiry Date
Emily Whittaker	Owl Class (Y2)	Former Paediatric Nurse	N/A
Nathan Yeates	Badger Class (Y1 / KQ)	Paediatric First Aid	03/11/2023 Booked for Spring 2024
Rachel Vohra	School Office	Schools First Aid	09/05/2024
Danny Cliffe	Hedgehog Class (Y1), Forest School, PE	Emergency First Aid at Work	24/01/2025
Hannah Barron	Nursery (Gold Stars)	Emergency First Aid at Work	31/01/2025
Annabel Male	Senior Leadership Team	Paediatric First Aid	18/03/2025
Natasha Carrington	School Office	Emergency First Aid at Work	15/03/2026
Sophie Grimshaw	Nursery (Little Stars)	Paediatric First Aid	26/04/2026
Sarah Gaskin	Nursery (Little Stars)	Paediatric First Aid	15/05/2026
Fran Carter	Nursery (Silver Stars)	Paediatric First Aid	06/07/2026
Anita Kelly	Senior Leadership Team	Paediatric First Aid	Booked for Spring 2024
Hanna Botting	Butterfly Class (YR)	Paediatric First Aid	Booked for Spring 2024
Ada Ng	Owl Class (Y2)	Paediatric First Aid	Booked for Spring 2024

Appendix 2

FORM & CHECK LIST FOR SERIOUS INJURY/BUMPED HEADS

This form is to be used by all staff at **WFIS, Shining Stars Nursery and KidsQuest** when a **child has an injury that requires external intervention** e.g.:

- parent is contacted to collect child
- child needs to go to the GP's surgery
- child needs hospital treatment.

NB: For every day minor bumps please complete bumped head /minor bump labels and form in the First Aid folder

Checklist: (please circle)

1. Has a member of the Senior Leadership Team been informed, i.e. Head, Deputy Head, Business Lead

Yes
No
2. Does an ambulance need to be called?

Yes (If so, call it NOW)
No
3. If ambulance is required, emphasise it is **Wallace Fields Infant School** not **Wallace Fields Junior School**.

Child's Name:		Class/setting: e.g. KQ/SS/Class:	
Time of accident:		Who witnessed the accident: (State all names for adults and initials for a child)	
Where was the child taken:			
Who accompanied the child: (state name & Position)			
Incident location: (i.e. playground, classroom, hall, KQ)			
How accident occurred: (brief description giving full details):			
What injury was			

sustained? (Please describe what it looked like and where on the body):		
Time ambulance called:		
Time parents contacted:		
Time parents arrived:		
Information given to parents during phone call, e.g <i>how accident happened, action been taken, ambulance has been called/needed? Etc.</i>		
Any initial treatment given:		Treatment provided by (name):
Name of person completing this form:		Date:

Serious Injury/Bumped Heads-OBSERVATION SHEET (TO BE COMPLETED AT REGULAR 5 MINUTE INTERVALS)

<u>START TIME:</u>	YES	NO	YES	NO	YES	NO	YES	NO
<i>Please tick boxes to indicate yes or no:</i>	After 5 minutes: Time:		After 10 minutes Time:		After 15 minutes Time:		After 20 minutes Time:	
Was the child able to walk unaided?	Yes	No	Yes	No	Yes	No	Yes	No
Was there any loss of consciousness?	Yes	No	Yes	No	Yes	No	Yes	No
Can he/she remember what happened?	Yes	No	Yes	No	Yes	No	Yes	No

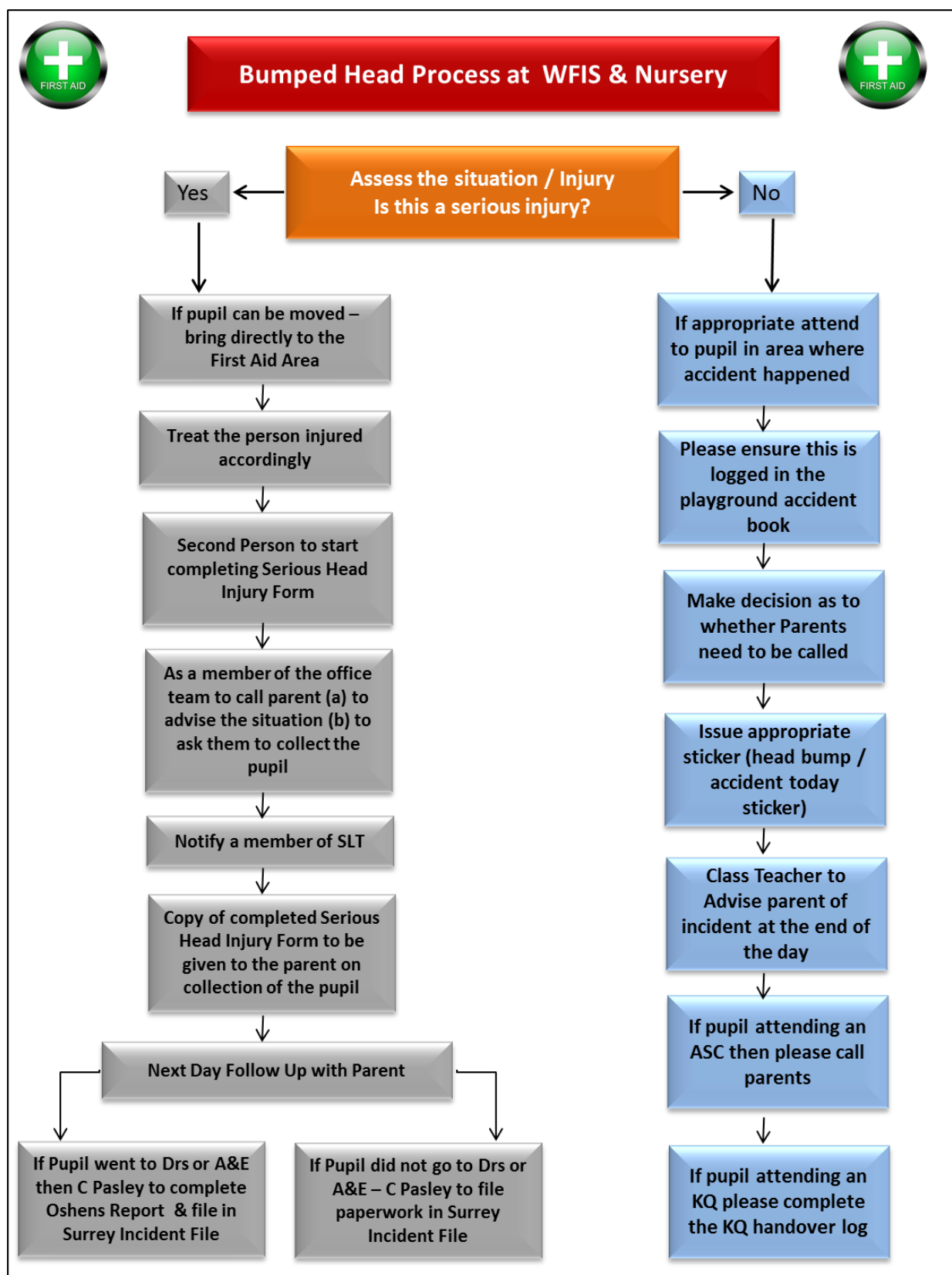
Is response to questions/conversation normal?	Yes	No	Yes	No	Yes	No	Yes	No
Is there any pain in limbs (give detail)	Yes	No	Yes	No	Yes	No	Yes	No
Blood loss (give detail)	Yes	No	Yes	No	Yes	No	Yes	No
Has he/she been sick?	Yes	No	Yes	No	Yes	No	Yes	No
Does he/she feel sick?	Yes	No	Yes	No	Yes	No	Yes	No
General description of child and injury, i.e. colour, appearance, moving, emotional state, appearance of injury etc.								
Child taken to hospital? <i>(please circle)</i>	YES / NO				Time taken			
Child taken to GP surgery? <i>(please circle)</i>	YES / NO				Time taken:			
Child taken to other? <i>(home/grandparents etc.)</i>	YES / NO				Time taken:			

- **If child is taken to hospital in an ambulance please ensure that a copy of this form is given to the Paramedic**
- **If child is taken to the doctors/hospital by Parent or member of WFIS staff please ensure that a copy of this form is given to the Parent or member of staff to give to medics**
- **Please see the Admin Assistant after the incident to complete Surrey Accident Report Form**

Form completed by:.....
Signature..... Date.....

After the event and Instructions for when pupil returns to school	
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Appendix 3: Bumped Head Process



Appendix 4 – Asthma Treatment

ASTHMA (Inhalers in school)

www.asthma.org.uk

My asthma plan


1 My usual asthma medicines

- I need to take my preventer inhaler every day.
It is called:

and its colour is:
- I take puff/s of my preventer inhaler in the morning and puff/s at night. I do this every day even if my asthma's OK.
- Other asthma medicines I take every day:
- My reliever inhaler helps when I have symptoms. It is called:

and its colour is:
- I take puff/s of my reliever inhaler when I wheeze or cough, my chest hurts or it's hard to breathe.

If I need my reliever inhaler (usually blue) when I do sports or activity, I need to see my doctor or asthma nurse.



2 My asthma is getting worse if...

- I wheeze, cough, my chest hurts, or it's hard to breathe **or**
- I need my reliever inhaler (usually blue) three or more times a week **or**
- I'm waking up at night because of my asthma (this is an important sign and I will book a next day appointment).

If my asthma gets worse, I will:

- Take my preventer medicines as normal
- And also take puff/s of my reliever inhaler (usually blue) every four hours if needed
- See my doctor or nurse within 24 hours if I don't feel better.

URGENT! If your reliever inhaler isn't lasting four hours, you need to take emergency action now (see section 3)

Other things my doctor or nurse says I need to do if my asthma is getting worse (e.g. check my peak flow)

3 I'm having an asthma attack if...

- My reliever inhaler isn't helping or I need it more than every four hours **or**
- I can't talk, walk or eat easily **or**
- I'm finding it hard to breathe **or**
- I'm coughing or wheezing a lot or my chest is tight/hurts.

If I have an asthma attack, I will:

- Call for help.
- Sit up – don't lie down.
Try to be calm.
- Take one puff of my reliever inhaler (with my spacer if I have it) every 30 to 60 seconds up to a total of 10 puffs.
- If I don't have my reliever inhaler, or it's not helping, I need to call 999 straightaway.
- While I wait for an ambulance I can use my blue reliever again, every 30 to 60 seconds (up to 10 puffs) if I need to.

Even if I start to feel better, I don't want this to happen again, so I need to see my doctor or asthma nurse today.