

**Kirkby la Thorpe
Church of England Primary Academy
And Pre-school**

Building a Hopeful Future through Kindness, Learning and Trust

Policy Title	First Aid in Schools Policy
Governance Function Area	Health and Safety
Date reviewed/amended	September 2025
Date for next review and frequency	September 2027 Biennially

Vision and values

Building a Hopeful Future through Kindness, Learning and Trust

At Kirkby la Thorpe, we strive to ensure that each person is empowered to flourish and contribute positively to society. We seek to equip our pupils with the knowledge, skills and qualities necessary to navigate the complexities of our world, rooting this in Christian love.

We are inspired by the life of St Thomas in all that we do so that we can:

Be Positive and Active Citizens: We strive for our pupils to communicate clearly, embracing tolerance and respect for the diverse beliefs and aspirations of others.

Be Curious and Independent Members of Society: We encourage curiosity and a thirst for knowledge, instilling a longing for justice and an empathy for those in need.

Have Confidence and Perseverance: Through trusting each other, we empower everyone to embrace challenges with confidence and perseverance, striving to achieve their full potential in all aspects of life so that they can be the best that they can be.

Have the Courage to Respectfully Challenge: We foster an environment where respectful dialogue and critical thinking are encouraged, empowering pupils to voice their opinions with courage and integrity so they can **build** a better future.

Know their heritage: We cultivate an appreciation for both local and national heritage, helping pupils understand their roots and identity within the broader context of history so that they have a sense of where they are from.

Values

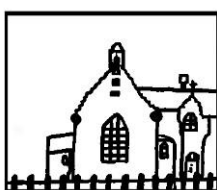
We are on this journey together and our Christian values of **Kindness, Learning and Trust** support us as we travel.

St Thomas was one of Jesus' disciples. He encouraged others to follow Jesus on his journey (John 11.16), showing **confidence** and **trust**. He also has the **courage** to challenge his friends when they tell him that Jesus has resurrected from the dead; he does not take their words on face value, but asks questions with **curiosity** (John 20.24-29). Thomas was an important member of the early church, taking Jesus' good news for a **hopeful future** to people around the world. According to traditional accounts he travelled to India, **building** Christian communities across the region. This is a journey that would have required great **perseverance**. This matters to us because we consider the ancient global **heritage** of the Christian faith to be an important part of our own identity as a church school. St Thomas inspires us to **learn** from past and current events to build a more hopeful future.

Vision and Values Alignment

The First Aid Policy at our school aligns with our vision by fostering a community of positive and active citizens who demonstrate care, respect, and responsibility for one another's well-being. By

ensuring that trained staff are always available to administer first aid, the policy reflects our commitment to fostering confidence and perseverance, particularly in times of emergency. It supports our goal of nurturing independent and empathetic members of society by emphasising safety, swift response, and clear communication with families. Furthermore, by prioritising health, safety, and justice for all students and staff, the policy aligns with our aim to create an environment where everyone can reach their full potential. The policy also respects our heritage by maintaining rigorous health standards that align with the historical values of care and community that have shaped our school's identity.



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First Aid in Schools Policy

1. Purpose

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation (Health and Safety at Work Act 1974) employers are responsible for making sure that a school has a health and safety policy, which includes arrangements for first aid. This policy outlines the first-aid arrangements in place within our schools, including procedures that are in place.

2. Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Early years foundation stage (EYFS) statutory framework'

· DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies

This policy should be read in relation to:

- Health and Safety policy;
- Educational Visits policy;
- Safeguarding policy;
- Supporting Pupils with Medical Conditions policy
- Early Years Policy

3. Policy

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors. This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. In addition, there is always a member of staff with paediatric first aid training on site at all times too.

On the Health and Safety notice board in the staffroom, the names of all first aiders and paediatric first aiders is displayed (Appendix 1).

Roles and responsibilities

- The governing board is responsible for:
- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.

- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

Ensuring that the school has:

- A suitably stocked first-aid kit.
- An appointed person to take charge of first-aid arrangements.
- Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid

First Aid Provision:

First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The school will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of 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 and medium-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas

- The school office
- Staffroom
- Breakfast Club room
- Old Kitchen to store playground first aid box

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy

- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

Playtimes

- Midday supervisors based on the playground have a lunch time first aid kit, kept in the downstairs kitchen cupboard and they are responsible in ensuring that this is outside. These should be checked and restocked on a termly basis.

Breakfast Club

- In the breakfast club room, the main first aid kit is stored in the cupboard, which is checked and restocked on a termly basis.

First aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government guidance:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with Janet Adams, certificates are usually valid for 3 years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire.

First aid posters will be clearly displayed throughout the school with information on the names of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Naomi Young

Wendy Atkin

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will keep staff PFA certificates or a list of staff who have a current PFA certificates in the training folder located in the office

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a 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.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy

Accommodation

The school's first aid room (disabled toilet) will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical chair.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

Medicines

Administration

The school will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not.

All staff will be expected to adhere to the provisions and requirements outlined in the school's policies:

- Supporting Children with medical needs and administering medication policy

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do. The school is aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 of the Human Medicines Regulations 2012 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required, have expired or end of the school day.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Supporting Children with medical needs

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard

Sickness

Where it is brought to our attention that a pupil is displaying symptoms of an unknown illness, guidance is sought from the 'Guidance on infection control in schools and other childcare settings' poster in the school office and the use of the NHS website. Parents/carers are contacted, as per the guidance, to prevent the spread of infection.

In addition:

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded from school, but if live lice are seen in a child's hair, parents/carers will be contacted, so that treatment can be administered. Furthermore, the parents/carers of the children in the same class will also be notified to contain the outbreak.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it. Children or families are not excluded because of HIV status.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Caretaker and Emergency First Aiders.

Asthma

We have a number of children at Kirkby la Thorpe CE Primary Academy with asthma. A Health Care Plan must be completed for all children with asthma. Inhalers are kept with each respective child, in their classroom. Inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.

If it is suspected that a child is having an asthma attack, NHS advice is:

1. Sit upright (don't lie down) and try to take slow, steady breaths. Try to remain calm, as panicking will make things worse.
2. Take 1 puff of reliever inhaler (usually blue) every 30 to 60 seconds, up to a maximum of 10 puffs.
3. Call 999 for an ambulance if there is no inhaler, feel worse despite using an inhaler, doesn't feel better after taking 10 puffs or if there are concerns.
4. If the ambulance hasn't arrived within 15 minutes, repeat step 2. Never be frightened of calling for help in an emergency.

Provide the emergency services with a copy of the child's Health Care Plan.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK.

Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- in the event of a significant injury or head injury;
- if bleeding cannot be controlled;
- in the event of a period of unconsciousness;
- whenever a fracture or break is suspected;
- whenever the first aider is unsure of the severity of the injuries.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (cold paper towel/ice pack) for the child's own comfort. Parents/carers must be contacted immediately about a head bang regardless of severity so that they can make an informed decision regarding the best course of action. All head bumps must be recorded into the accident book. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
has a persistent headache;
- complains of blurred or double vision; □ is bleeding from the nose
or ear; and/or □ has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents/carers should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Disposing of blood

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female staff toilets.

Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile tweezers must be used.

Ice Packs

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the breakfast club room.

Guidance on the use of ice packs:

- ideally an ice pack should be applied within 5 -10 minutes of the injury occurring;
- the pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours; and
- emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- if the casualty is diabetic;
- over areas of skin that are in poor condition;
- over areas of skin with poor sensation to heat or cold; □ areas with known poor circulation; and/or □ in the presence of visible or know infection(s).

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed via a phone call and in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

These accident books MUST be written in pen, completed on the same day of the incident

□

Separate adult and staff accident books are kept with the school first aid bags. One copy to be sent home, one for the school office and one to remain in the book

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

The information in the accident books can:

- be reviewed termly by a member of the Health and Safety Group to identify any potential or actual hazards.
- help the school 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; and □ be helpful for insurance and investigative purposes.

Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
 - PFA training is renewed every three years and is relevant for people caring for young children.
 - All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
 - It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
 - Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
 - All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios.
- The school will organise PFA training to be renewed every three years.

Ofsted requirement to notify parents and the Data Protection Act

Parents/carers must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. The first-aider who treated the injury will be the person who contacts the parent/carer to inform them of what happened and recommended next steps. Depending upon the injury, this may be via a phone call as well as a copy of the accident form.

Staff must be aware of the Data Protection Act 2018 and not allow parents/carers to view personal information other than that relating to their child.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)

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

The employer 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.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- 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 (including acts of physical violence).

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days.

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; and the accident arises out of or in connection with work.

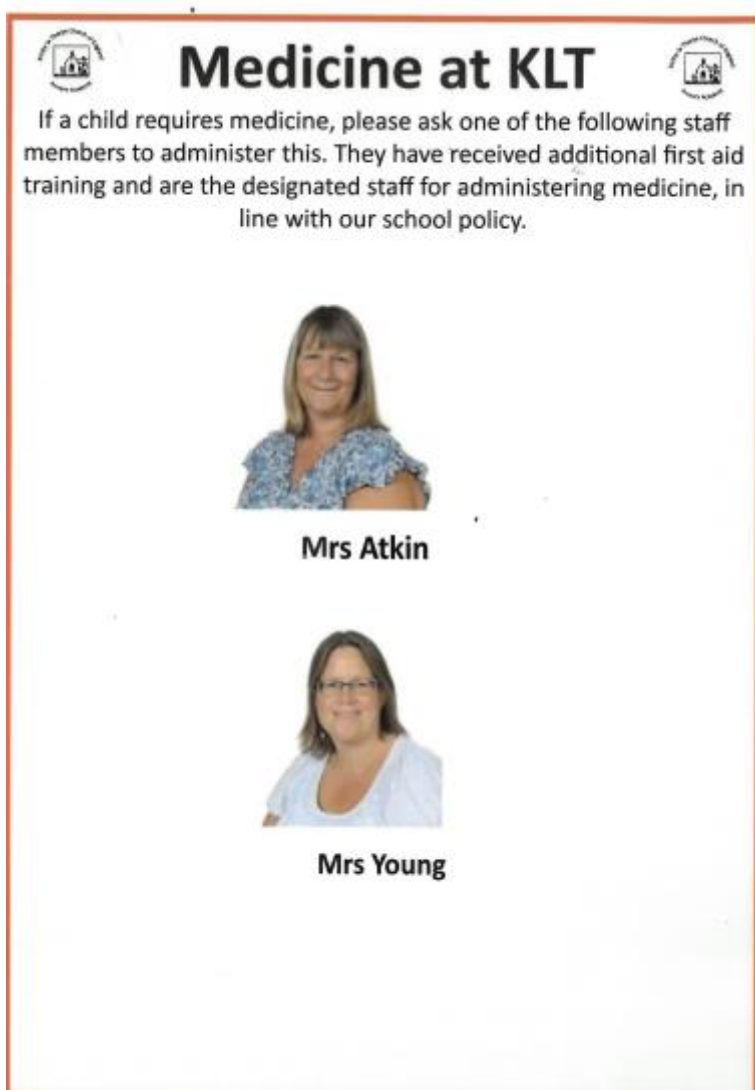
Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days.

Training

A central record of all training related to first aid is held by Headteacher and is reviewed annually to ensure that certificates are renewed within timescales.

All trained members of staff have a personal copy of the first aid training book and additional copies can be found with the first aid kits and on the Health and Safety notice board in the staffroom.


Appendix 1



The poster is titled "Medicine at KLT" and features two school logos at the top corners. The text reads: "If a child requires medicine, please ask one of the following staff members to administer this. They have received additional first aid training and are the designated staff for administering medicine, in line with our school policy." Below the text are two photographs of staff members. The first is Mrs. Atkin, a woman with blonde hair wearing a blue patterned top. The second is Mrs. Young, a woman with dark hair and glasses wearing a light blue top.

Medicine at KLT

If a child requires medicine, please ask one of the following staff members to administer this. They have received additional first aid training and are the designated staff for administering medicine, in line with our school policy.


Mrs Atkin


Mrs Young

Mrs Atkin

