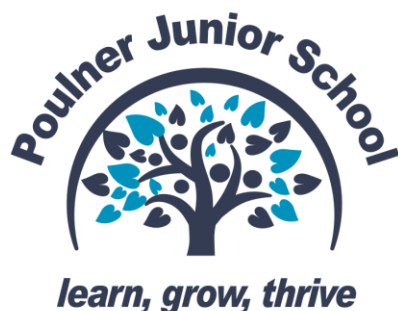




Poulner Junior School

First Aid Policy

Updated by: Mrs Jo Randall (Headteacher)
Date last updated: August 2024

Version	Reviewed	Ratified	Description of main changes	Signature
1.0	29/11/2017 by P&R Committee	29/11/2017 by P&R Committee		JW
1.1	30/12/2020	25/05/21	Updated to reflect new equipment and systems in place	JW
1.2	15.5.22			JW
1.3	19.3.24		Formatting pg 8 and 9 and updating of staff	JR
1.4	August 24	5.9.24	Updated personnel and responsibilities	JR

Next Review Date: Spring Term 1 (2025)

Reviewed & Ratified by: Full Governing Body/nominated governor

Review Frequency: annually

Description of policy: First aid policy

Other documents referred to: Administering medicines, safeguarding, child protection

Poulner Junior School

First Aid Policy

Policy Statement

Poulner Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Poulner Junior School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the most up to date Children's Services Safety Guidance Procedure (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

At Poulner Junior School the qualified first aiders are as follows:

There are a high number of staff trained in First Aid, these include all members of the office team, all teaching assistants and lunchtime staff and a number of teachers.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Poulner Junior School there are five paediatric first aid trained staff they are:

- Fiona Charter
- Kaylee Abley
- Shaun Lawrence
- Alix Cuddy
- Jayne Evry
- Nicky Jones
- Becki Havill

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

4 First Aid kit on the premises

These first aid kits are situated as follows:

- Medical room
- Community room
- School main kitchen
- Pool plant room

4 travel first aid kits are used for off-site activities

- In Medical room (Travel bags)

The school also has a defibrillator onsite that is located at the front reception desk, this has an annual maintenance check.

It is the responsibility of the qualified first aider (Becki Havill) to check the contents of all first aid kits every four months (termly) and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety File.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The school medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Washbasin with running water
- First aid kit and equipment
- Fridge for medicines
- Sharps box and contaminated waste disposal
- Personal protective equipment (PPE)
- Seating (which could be used for the patient to lie down).
- Near a telephone and the defibrillator

Emergency Arrangements

Upon being summoned in the event of 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 is to always call an ambulance on the following occasions:

- In the event of a serious injury

- In the event of severe bleeding
- In the event of any significant head injury
- In the event of a period of unconsciousness, convulsion/Epileptic/Hypoglycaemic episode
- In the event of administering an Epipen (Allergic reaction/Anaphylaxis)
- In the event of administering medication for Asthma and the condition has not improved
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of any accident involving a child it is our policy to always notify parents of their child's accident:

- A bumped head sticker will be placed on the child for any injury considered to be more serious (or more than minor) injury e.g. Head Bump which appears to have been recovered from. All bumped head injuries will result in a phone call to parents or a text if not serious.
- A Medical room sticker for all minor injuries.
- More Serious injuries will be treated as serious injuries and will always require a telephone call to the parent.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half an hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded in the accident book/log, this is an electronic database with (at least) the following information:

- Date and time of the accident
- Name of injured person
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Initials of first aider

All head bumps are also logged on a whiteboard each day to alert staff if the child has already been to the medical room and is returning due to ongoing symptoms.

All accidents requiring hospital treatment should be recorded through Hampshire's online live recording system. This is then counter reported by the Headteacher.

Please refer to 'Actions following an accident – a brief guide' in appendix 1.

ADDITIONAL GUIDANCE NOTES FOR COMPLETION

INJURIES, DISEASES & DANGEROUS OCCURRENCES RECORDING & REPORTING PROCEDURES

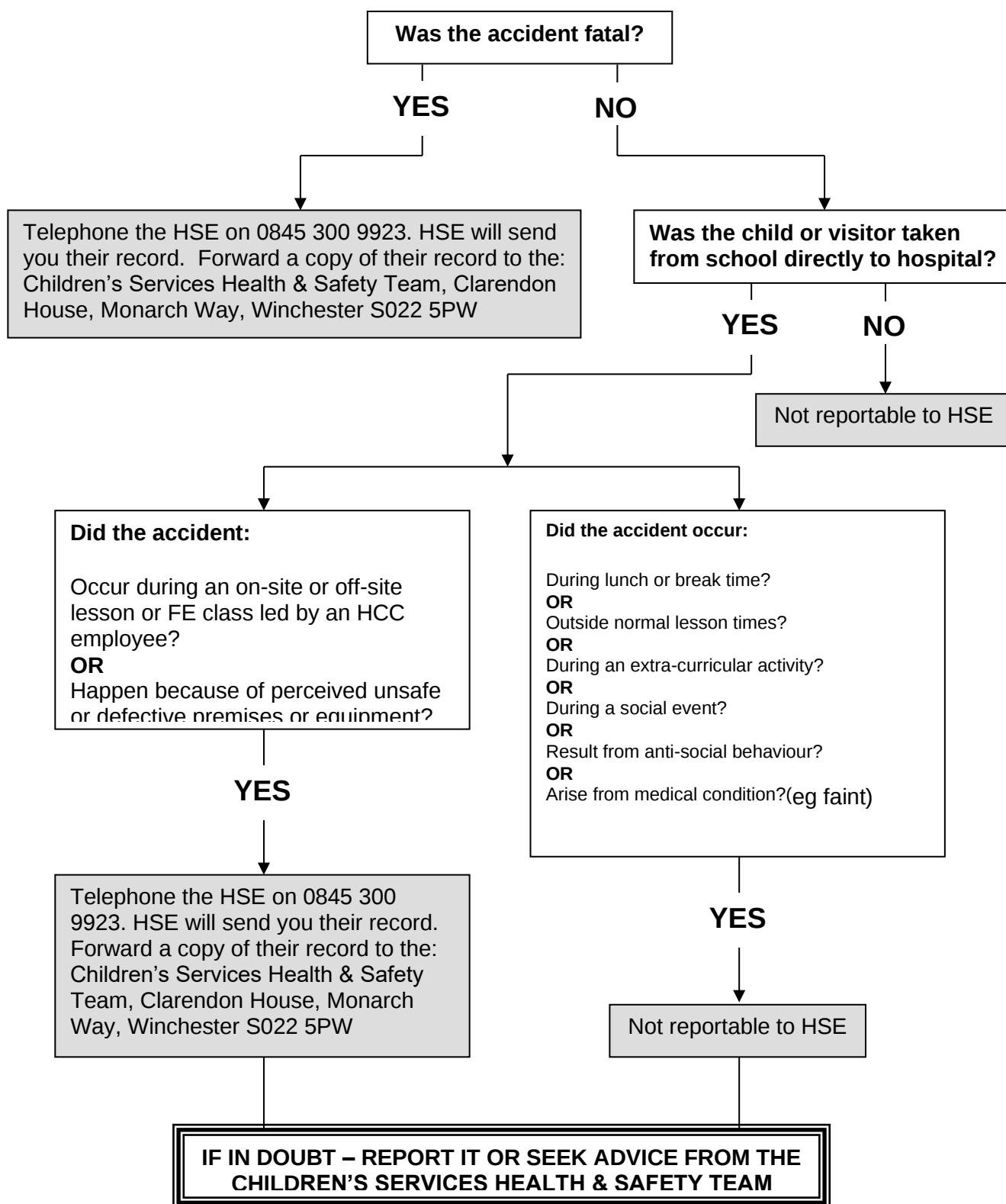
There is a subtle difference between recording and reporting of accidents. All accidents need to be recorded at school and the level of detail will reflect the seriousness. Some accidents must be reported to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).

When reporting by telephone to the HSE it will be useful to have a copy of [Form F2508](#) in front of you. Update records if injuries are later found to be more serious. Details for reporting & recording are as follows:

Pupils	Complete one of the three following actions
Routine injury, eg. graze from playground fall	Simple entry in onto electronic medical record database in the medical room.
More serious incident, eg. significant first aid provided, parent contacted	Complete the online Hampshire accident form and a copy is printed for school records and counter reported by the Headteacher retain at school .
Reportable to HSE (Please see flowcharts included below)	Complete the Hampshire form and they will advise accordingly if the HSE need to be involved. If advised, telephone the HSE on 0845 300 9923 who will send you their record where reports are phoned. Continue to liaise with Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Employees	Complete as appropriate
All accidents	Enter in online Hampshire Accident Book and forward a copy of the report form to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW.
Reportable to HSE (Please see flowcharts included below)	Complete the Hampshire accident form and liaise with HSE if advised by Hampshire. If advised telephone the HSE on 0845 300 9923 who will send you their record where reports are phoned. Forward a copy of your form or the HSE record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Visitors	Complete as appropriate
All accidents	Enter in online Hampshire Accident Book and forward a copy of the report form to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW.
Reportable to HSE (Please see flowcharts included below)	Complete the Hampshire accident form and liaise with HSE if advised by Hampshire. If advised telephone the HSE on 0845 300 9923 who will send you their record where reports are phoned. Forward a copy of your form or the HSE record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Occupational Diseases	Applies to employees only
Reportable only when a written diagnosis is received from a doctor	Send a copy of your completed F2508 Form to the HSE or telephone the HSE on 0845 300 9923 who will send you their record where reports are phoned. Forward a copy of your form or the HSE record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Dangerous Occurrences	Occurrences defined under RIDDOR
These rarely happen in schools. Examples of reportable are listed below	Send a copy of your completed F2508 Form to the HSE or telephone the HSE on 0845 300 9923 who will send you their record where reports are phoned. Forward a copy of your form or the HSE record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW

Collapse/failure of lift or hoist; failure of pressure system with potential to cause death; electrical short circuit causing fire or explosion and closure for 24 hours; release of biological agent likely to cause severe human infection or illness; collapse of scaffold over 5 metres high; collapse of building, floor or wall; fire or explosion resulting in school closure for 24 hours; escape of flammable substances which could cause a major fire or explosion; escape of substances likely to cause death or damage health; release of asbestos dust.

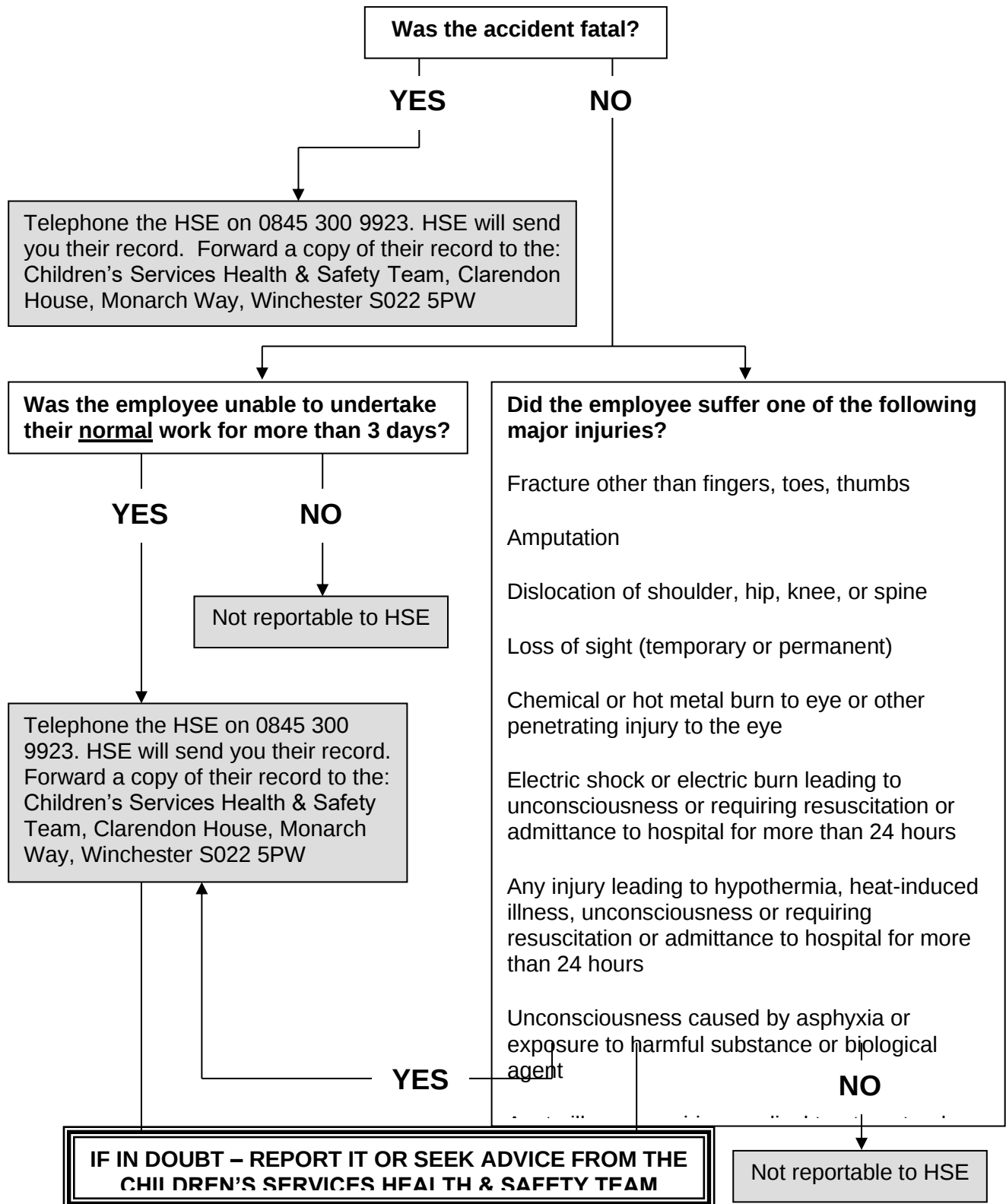
REPORTING ACCIDENTS TO CHILDREN OR VISITORS TO THE HSE



Data Protection Act 1998

Personal data will only be used to record the incident and for no other purpose. Data will not be passed to any other organisation unless there is a legislative requirement to do so

REPORTING ACCIDENTS TO EMPLOYEES TO THE HSE



Data Protection Act 1998

Personal data will only be used to record the incident and for no other purpose. Data will not be passed to any other organisation unless there is a legislative requirement to do so

APPENDIX 1 - ACTIONS FOLLOWING AN ACCIDENT – A BRIEF GUIDE

1 Introduction

Following any accident or incident at the work premises or during authorised work, there are certain actions required under law and/or under Hampshire County Council (HCC) corporate and departmental policies. This brief guide provides an easy-to-understand overview of the common actions required following an accident, incident or near miss.

2 Actions to be taken

The following actions are to be taken and these are explained in more detail further on in this guide:

- a. Immediate, remedial & medical actions
- b. Secondary actions
- c. Completion/sending of accident report form
- d. Completion/sending of F2508 HSE Accident Report Form (if reportable)
- e. Carry out & document an accident/incident investigation
- f. Risk assessment or review of current risk assessment (as appropriate)
- g. Implementation of identified control measures (and periodic reviews thereafter)

3. Actions explained

a. Immediate, remedial & medical actions

These are the basic actions required in the event of any accident or incident and may include:

- Calling for assistance
- Administering first aid
- Calling an ambulance
- Making the area temporarily safe or preventing others from being exposed to the same hazard

b. Secondary actions

According to the nature of the accident/incident and/or its consequences, there are certain actions that should be carried out to provide records of the accident/incident and the following should be completed as appropriate to the seriousness or type of accident/incident. These secondary actions include:

- Taking photographs of the accident site
- Taking photographs of the injuries
- Taking statements from witnesses
- Making a brief record of events (as soon as possible after the accident/incident)
- Longer term isolation of the area to prevent access pending implementation of permanent barriers

c. Completion/sending of accident report form

An accident report should be completed at the earliest opportunity following the accident. For all accidents including those to employees and visitors (with the exception of accidents involving pupils), the accident report online system should be used. The completed print out report form should be retained in a secure storage, and this will be automatically recorded with the **Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW** in accordance with corporate and departmental requirements.

For accidents to pupils in school, very minor accidents should be recorded on the school electronic medical record database. More serious accidents such as those requiring significant first aid administration, contact with parents, or where a claim against the HCC is possible, should be recorded on LA online reporting system and retained at school. Each year, a formal request for numbers of all completed CSRF-003 forms will be issued and data received from schools will be used to collate county and national statistics. Be advised that all accident/incident reporting and investigation guidance and requirements are clearly and simply set out in Children's Services Safety Guidance Procedure SGP-17-07.

d. Completion/sending of F2508 HSE Accident Report Form

Under the Reporting Injuries Diseases Dangerous Occurrence Regulations 1995 (RIDDOR), there is a legal requirement to report **some** accidents/incidents directly to the Health & Safety Executive (HSE). This would include accidents that are serious or result in broken bones (not digits) or more than three days unable to work. To identify whether an employee's accident/incident should be reported to the HSE, use the Action Flowchart at [Reporting Accidents to HSE - Action Flowchart \(CS H&S Team\)](#). To identify whether a pupil's accident/incident should be reported to the HSE, use the action flowchart in the guidance contained within the CSRF-003 Form itself. If in doubt, contact the Children's Services Health & Safety Team to discuss the reporting requirements

The F2508 Accident Report Form is available at [F2508 HSE Accident Report Form \(RIDDOR\)](#) and having identified a requirement to report an accident to the HSE, it should be downloaded, printed and completed, and the original sent to the HSE at the address on the form itself. A copy should be retained by the sender and a photocopy also posted to the **Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW.**

e. Carry out & document an accident/incident investigation

Accidents, incidents and near misses should be investigated unless the nature and consequences of the event are insignificant. The purpose of the investigation is to establish the immediate and root causes of the accident/incident with a view to examining failures and implementing control measures to prevent further reoccurrences. Once the investigation has been undertaken, notes taken should be used to complete the [Online Accident/Incident Investigation Report Form \(HCC\)](#). This is a preformatted, corporate **online** investigation report form which is simple and quick to use. Once completed and submitted, a printable version of the form will be automatically returned to you (electronically) and a copy will automatically be forwarded to the Children's Services Health & Safety Team, who will attach it to the related accident report form and/or F2508 Report Form.

f. Risk assessment or review of current risk assessment

Where injury has resulted or a significant risk has been identified through the investigation process, responsible managers should ensure that a review of the risk assessment (relating to the hazard causing the accident) is carried out by a trained risk assessor. Where the risk may have been previously unforeseeable, a new risk assessment should be completed and control measures identified that would reduce the risk of future similar accidents. A summary of findings or new control measures (identified as part of the risk assessment or review process) would be expected to be included in the investigation report to demonstrate actions indicating that the potential dangers have been identified and something has been done to control the risks.

g. Implementation of identified control measures

Once new control measures have been identified, make sure that they are implemented as soon as possible to prevent reoccurrence of such an accident/incident. Monitor the new controls to establish their effectiveness and periodically review the risk assessment to ensure that control measures remain effective.

4. **Need further advice?**

Still unsure of your actions in the event of an accident, incident or near miss? Then contact the Children's Services Health & Safety Team as follows:

CHILDREN'S SERVICES HEALTH & SAFETY TEAM – CONTACT DETAILS

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>

**Children's Services Health & Safety Team
Clarendon House, Monarch Way, Winchester, SO22 5PW**

Health & Safety Enquiries – 01962 876220