



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### First Aid Policy:

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# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### 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

### 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](#), [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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils



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## NURSERY SCHOOL & CHILDREN'S CENTRES

### Roles and Responsibilities:

In schools with Early Years Foundation Stage provision, at least 1 person who has a current pediatric first aid (PFA) certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. All Level three practitioners need to be first aid trained to be counted in ratio.

### Appointed Person(s) and First Aiders:

The school's appointed person(s) are Amy Davenport Headteacher and all members of the senior leadership team and middle leadership team. 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 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 it is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders names and photographs will also be displayed prominently around the school.



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### The Local Authority and Governing Board:

Manchester Local Authority has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 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
- Name a member of staff who is responsible for checking First Aid kits on a monthly basis. The named person currently is Terri Loughman.

### The Staff:

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- › Completing accident reports for all incidents they attend to where a first aider/appointed person is not called



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

- › Informing the Headteacher or their manager of any specific health conditions or first aid needs
- › Ensuring they replace any used items from their first aid box
- › Ensuring all first aid equipment is in date
- › Help fellow First Aiders at an incident and provide support during the aftermath.
- › Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- › Be aware of specific "Care Plans" of individual pupils.

### First Aid Procedures:

#### 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
- › A member of the Senior Leadership Team (SLT) or Middle Leadership Team (MLT) will be informed
- › 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 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 consults with SLT to judge if a pupil is too unwell to remain in school, if it is decided a child needs to go home, 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, a member of the Senior Leadership Team (SLT) or Middle Leadership Team (MLT) will contact parents immediately

- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

- Any nose bleed or moderate/serious injury to the head must be immediately related to the parent and they must make the decision whether to collect the child from school after a consultation with the first aider. SLT must also be made aware of nose bleeds and head injuries.
- First aider will always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency services if needed.
- Ensure that a child who is sent to hospital by ambulance is:
  - Accompanied in the ambulance at the request of paramedics.
  - Or, followed to a hospital by a member of staff to act *in loco parentis* if a relative cannot be contacted.
  - Met at hospital by a relative.
- Liaison **MUST** occur with senior leaders, to ensure that any lessons or activities are covered and ratios are maintained in the event of an absent member of staff.
- Ensure that everything is cleared away, using gloves. Any dressings / equipment containing any bodily fluids must be put in a yellow bag and placed in the hazardous waste bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

There will be at least 1 person who has a current pediatric first aid (PFA) certificate on the premises at all times.

### Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

- A risk assessment supporting any children with additional needs
- Arrangements in place to access Parents' contact details

Risk assessments will be completed by a member of the SLT or MLT prior to any educational visit that necessitates taking pupils off school premises.



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### First Aid Equipment:

#### **A typical first aid kit in our school will include the following:**

- A leaflet with general first aid advice
- Protective face shields for performing CPR
- Regular and large bandages
- Sterile eye pad bandages
- Sterile medium wound dressing
- Triangular bandages
- Hypo-allergenic adhesive tape
- 6 pairs of disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes, hypo-allergenic
- 1 pair of rounded end shears (safety scissors)
- 1 Foil Blanket
- Burns dressings
- 1 finger dressing

#### **First aid kits are stored in:**

- Each of the children's rooms
- The crèche room
- Reception desk
- The school hall
- Sunshine room
- Staff room
- The school kitchen

- No medication is kept in first aid kits
- No medication should be administered for the purpose of first aid unless it is part of a child's individual Health Care Plan which parents/carers have signed for



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## NURSERY SCHOOL & CHILDREN'S CENTRES

### Record Keeping and Reporting:

#### First aid and accident record

- All accidents, whether to employees, pupils or visitors must be reported. The procedure for reporting and investigating accidents is contained within the City Council Health and safety policy.
- Staff should complete Manchester City Council Accident / Near Miss/ Dangerous Occurrence Report Forms available on the Personnel Intranet site, and submit them to the Corporate Health, Safety and Welfare Team
- If the accident has occurred in school an accident in school form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- If the accident has occurred at Home an accident at home form will be completed by the first aider/relevant member of staff on the same day as the parent/carer has informed you.
- As much detail as possible should be supplied when reporting an accident in school or at home
- A copy of the accident form will also be shared with the parent/carer and will be uploaded to the child's CPOMs records.
- Records 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
- If our insurer requires accident records to be retained for a longer period of time this must be done

#### Reporting to the HSE

The Headteacher or delegated SLT member 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 Headteacher or delegated SLT member will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

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:**



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### Notifying parents

A member of staff from the child's room will inform parents of any accident or injury sustained by a child and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### Reporting to Ofsted and child protection agencies

The Headteacher or delegated SLT member 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 Headteacher or delegated SLT member will also notify Manchester Safeguarding Children's Board (MSCB) of any serious accident or injury to, or the death of, a pupil while in the school's care.

### Training:

All school staff will be trained as soon as possible once appointed and all staff will update their paediatric first aid training every three years. 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. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

### Monitoring Arrangements:

This policy will be reviewed by the Headteacher or delegated SLT member every three years.