

## First Aid Policy

### 1. Aims

With this First Aid Policy, EIFA International School (the “School”) aims to:

- Ensure the health and safety of all employees, pupils and visitors
- Ensure that employees 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

This policy can be made available in large print or other accessible format if required.

### 2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and 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 states 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 requires 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 requires 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 states that some accidents must be reported to the Health and Safety Executive (HSE), and sets out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records

### 3. Roles and Responsibilities

#### 3.1 First aiders

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge and 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

The names of the School's first aiders are displayed prominently around the School.

#### 3.2 The Bursar

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

- Ensuring that an appropriate number of trained first aiders 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, in liaison with the Head of Human Resources
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of all
- Reporting specified incidents to the HSE when necessary (see section 6)

#### 3.5 Employees

School employees 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 is not called
- Informing the Head of School, their Line Manager or the Head of Human Resources 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, who will provide the required first aid treatment
- The first aider 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 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
- In the event of a head injury, parents are given a head bump monitoring factsheet

- If emergency services are called, the teacher or first aider will contact parents immediately
- The teacher or first aider will complete an accident report form on the same day or as soon as is reasonably practicable, 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. During the coronavirus or any future pandemic: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times, when these children are.

#### 4.2 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
- Parents' contact details
- For residential trips - insurance contact details

Risk assessments will be completed by the organising teacher prior to any educational visit that necessitates taking pupils off School premises.

There will always be at least one first aider with a current paediatric first aid certificate on School trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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During coronavirus or any other pandemic: we will take account of any government advice in relation to educational visits during these pandemics.

## 5. First aid equipment

A typical first aid kit in our School will include the following:

- A printed list of contents
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Duchess House - Basement - Music Room, Ground floor - Reception, 1st Floor - Nurses Room, 2nd Floor - Kitchen, 3rd Floor - Staff room
- Portland Place - Basement - Kitchen, Ground Floor - Reception, 1st Floor - Lobby, 2nd Floor - Head's Office, 3rd Floor - Lobby, 4th Floor - Kitchen
- The Mews - Kitchen

## 6. Record-Keeping and Reporting

### 6.1 First aid and accident record keeping

- An accident report will be completed by a member of staff, or 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
- A copy of the accident report will also be added to the pupil's educational record or the employee's personnel file
- Records of accidents reported will be retained by the School in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and up to a maximum of 6 years. After 6 years, records will then be securely disposed of.

### 6.2 Reporting to the Health and Safety Executive (HSE)

The Bursar 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 Bursar will report to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Any incidents resulting in a RIDDOR report will also be reported by the Bursar to the Board.

Reportable injuries, diseases or dangerous occurrences include:

Accidents involving staff

- Work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- Work-related accidents which prevent the injured person from continuing with his/her normal work for more than seven days; or
- Cases of work-related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or

Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- Any School activity (on or off the premises);
- The way a School activity has been organised or managed (e.g. the supervision of a field trip);
- Equipment, machinery or substances; and/or
- The design or condition of the premises.

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>

### 6.3 Notifying parents/guardians

The teacher or first aider will inform parents/guardians 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 of Early Years, Deputy Head or Head of School 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 Head of Early Years, Deputy Head or Head of School will also notify any relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the School's care.

## 7. Training

All School employees are able to undertake basic 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.

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.

## 8. Monitoring arrangements

This policy will be reviewed by the Health and Safety Committee on an annual basis.

At every review, the policy will be approved by the Senior Management Team.

## 9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy