



Document Detail	
<b>Version</b> STATUTORY	V25.1
<b>Reviewed By:</b>	RB
<b>Reviewing Committee:</b>	Finance & Premises
<b>Approved By:</b>	Full Governing Body
<b>Date of Approval:</b>	19 <sup>th</sup> March 2025
<b>Review Date:</b>	Spring 2026



# FIRST AID POLICY

<b>First Aid Policy</b>	
<b>Version History</b>	
V21.1	AED included into school policy
V23.1	No amendments
V25.1	3.5: Added to say accidents are now reported via "accident book" on EVOLVE. 4.2: Amended EVC name and amended all visits now logged on EVOLVE. 6.1: Accidents recorded on EVOLVE 6.2: Reporting RIDDOR incidents changed to SBM/DHT/HT. Appendix 1: Updated First Aiders list.

## Contents

1. Aims.....	4
2. Legislation and guidance .....	4
3. Roles and responsibilities .....	4
4. First aid procedures including AED in school .....	6
5. First aid equipment .....	9
6. Record-keeping and reporting.....	10
7. Training.....	11
8. Monitoring arrangements .....	11
9. Links with other policies .....	11
Appendix 1: list of first aiders .....	12

# First Aid Policy

## 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
- To provide adequate first aid provision for all; pupils, staff, governors and visitors entering the school premises, or undertaking school-based activities offsite.

## 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- For the use of the school's AED as work equipment in the event of an emergency, covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER) which places a duty on the employer (the school) to provide awareness sessions to staff.

## Roles and responsibilities

Shorefields School adhere to all national guidance and understand that, at least one person who has a current paediatric first aid certificate must be on the premises at all times when EYFS pupils are present. When EYFS pupils are not present on site then the school will ensure it has staff with relevant first aid certification.

### 3.1 Appointed person(s) and first aiders

The school has an appointed registered nurse who manages the medical needs of our most complex students. However routine first aid is deployed to suitably trained school first aiders.

The schools Health Care Assistants will ensure;

- There is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Complete weekly checks for warning indicators on the schools AED and replenish/resolve any issues.

The school office will support to ensure;

- That an ambulance or other professional medical help is summoned when appropriate
- That the relevant parent/carer is phoned if a serious incident involving the pupil being admitted to hospital.

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 the schools accident report with support from the school office.
- Keeping their contact details up to date.

Our school's appointed first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

### **3.2 The local authority and governing board**

Essex County Council has ultimate responsibility for health and safety matters in the school, but delegates 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 head teacher and staff members.

### **3.4 The headteacher**

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

- Ensuring that an appropriate number of pediatric first aiders are on site when EYFS pupils are present, or emergency first aiders are present when no EYFS pupils are on site.
- 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)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing school accident reports with support from the school office, using the accident book system on EVOLVE.
- Informing the head teacher or their line manager of any specific health conditions or first aid needs

## 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 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 school office will contact parents immediately
- The assessing first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

**During period of school closure where there are limited numbers of staff onsite for example during school holidays where only the occasional teacher, SLT and site team are on site. It may not be feasible to have a first aider present on site. Those staff onsite are aware**

### 4.2 Off-site procedures

The school has access and buys into Essex County Council's EVOLVE educational support service, where we receive, staff training and audit of our provision to ensure our off site procedures are compliant in line with government guidance. The school's dedicated Education Visits Coordinator (EVC) is our Acting Deputy Head Ryan Bruce. This first aid policy is read in conjunction with our Educational Visits policy and guidance for taking pupils off site.

When taking pupils off the school premises for a **local area visit**, staff will ensure they always have the following:

- A charged telephone
- A named visit leader
- Information about the specific medical needs of pupils including rescue medication and emergency care plans.
- Suitably trained member of staff to administer the emergency medication
- Offsite visits must be logged on EVOLVE in the local area section.

When pupils are off the school site for longer **day visits** staff will ensure they always have the following:

- A charged telephone
- A named visit leader
- A completed off site school risk assessment signed by SLT.
- For smaller class visits, where reasonably practicable a nominated first aider will be present, if this is not possible then staff will ensure the venue location/establishment have first aid arrangements in place.
- Information about the specific medical needs of pupils including rescue medication and emergency care plans.

- Suitably trained member of staff to administer the emergency medication
- Parents contact details
- The details of the Educational Visits Coordinator
- Offsite approval for day visits will be completed by the visit lead using EVOLVE prior to any educational visit that necessitates taking pupils off school premises and signed off by the EVC.
- For larger whole school visits, there will always be a designated first aider available allocated on behalf of the school. However if EYFS pupils are involved in school visits, there will always be at least one first aider with a current pediatric first aid certificate allocated.

For **school journeys/holidays** staff will ensure;

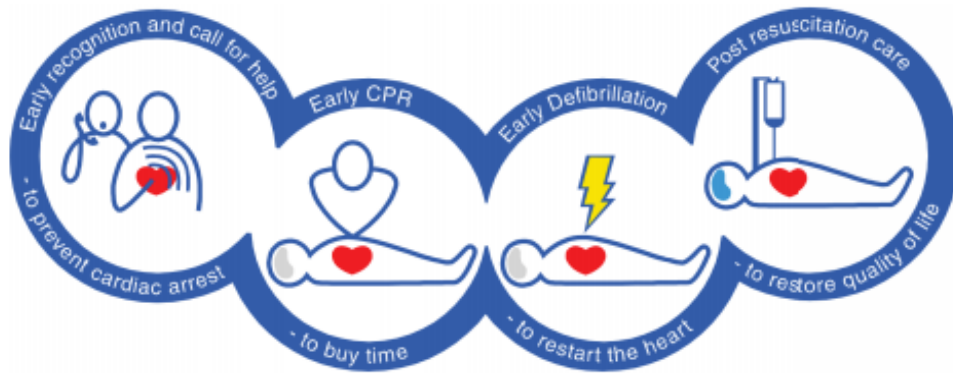
- A charged telephone
- A named visit leader
- A completed off site school risk assessment signed by SLT.
- A qualified first aider for the duration of the trip.
- Trained staff to administer routine medication taking into account the schools medication policy.
- Information about the specific medical needs of pupils including rescue medication and emergency care plans.
- Suitably trained member of staff to administer the emergency medication
- Parents contact details
- The details of the Educational Visits Coordinator
- As part of the schools residential procedures, an evolve risk assessment will be completed and approved by the educational visits coordinator and local authority approval if required.

### **4.3 Automated External Defibrillator**

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

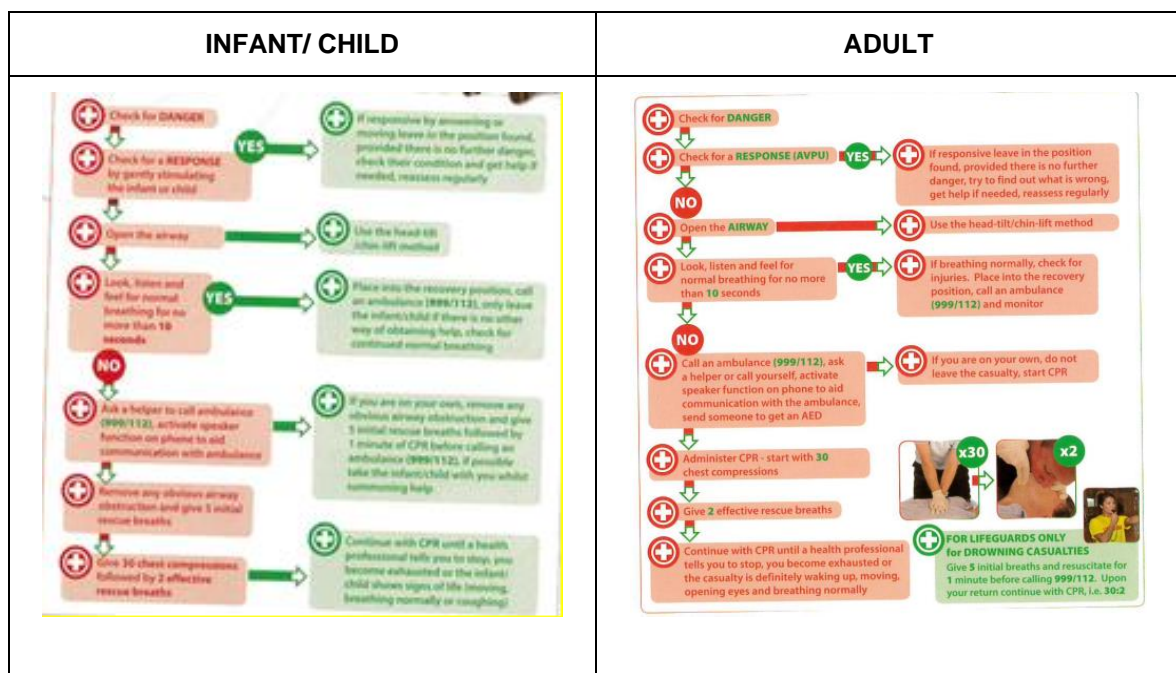
Overall survival rates vary across the country, but range between 2% and 12%. However, survival rates as high as 75% have been reported where CPR and defibrillation are delivered promptly. This is why the statutory guidance on supporting pupils at school with medical conditions advises schools to consider purchasing an AED as part of their first-aid equipment.

### **The Chain Of Survival**



There are four stages to the chain of survival, and these should happen in order. When carried out quickly, they can drastically increase the likelihood of a person surviving a cardiac arrest. They are:

1. Early recognition and call for help
2. Early CPR – to create an artificial circulation.



Chest compressions push blood around the heart and to vital organs like the brain. If a person is unwilling or unable to perform mouth-to-mouth resuscitation, he or she may still perform compression-only CPR.

3. **Early defibrillation** – to attempt to restore a normal heart rhythm and hence blood and oxygen circulation around the body. Some people experiencing a cardiac arrest will have a ‘non-shockable rhythm’. In this case, continuing CPR until the emergency services arrive is paramount. The schools AED will detect if the patient has a ‘non-shockable’ rhythm. It will then disable and override the machine, advising you to continue giving CPR until such time a shock is advised next.

4. **Early post-resuscitation care** – to stabilize the patient.

Anyone is capable of delivering stages 1 to 3 at the scene of the incident. However, it is important to emphasize that life-saving interventions such as CPR and defibrillation (stages 2 and 3) are only intended to help buy time until the emergency services arrive, which is why dialing 999 is the first step in the chain of survival. Unless the emergency services have been notified promptly, the person will not receive the post-resuscitation care that they need to stabilize their condition and restore their quality of life (stage 4). The chain as a whole is only as strong as its weakest link.

Defibrillation is a vital link in the chain and, the sooner it can be administered, the greater the chance of survival.

## **AED Maintenance**

Modern AEDs undertake regular self-tests including; daily, weekly and monthly tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Our health care assistant will check the AED every week for warning indicators.

## **5 First aid equipment**

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings
- **No medication is kept in first aid kits.**

First aid kits are located in:

- The medical room
- Main Reception
- The school hall
- All classrooms
- All specialist teaching spaces
- Within the hydrotherapy pool and within the plant room
- The school kitchens and school café
- School vehicles

Lateral Face Shields for CPR are located in;

- School office,
- Medical room,
- Emergency medical grab bag,
- Hydrotherapy pool

The schools AED (Automated External Defibrillator) is located at:

- The Medical Corridor and is clearly signposted with signage and is housed in an unlocked cabinet which alarms when opened.

Spare consumables for the AED can be found in:

- The school medical room.

## 6 Record-keeping and reporting

### 6.1 First aid and accident record book

- An electronic accident form will be completed on EVOLVE by the first aider with support of the school office, 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.
- A copy of the accident report form will also be added to the pupil's educational record by the school office and a copy sent to parents in their child's home/school book.
- 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.
- Significant injuries to pupils and/or staff will be reported to Essex County Council through My Safety Health and Safety portal.

### 6.2 Reporting to the HSE

The School Business Manager 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 School Business Manager and Deputy Head 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.

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 scalping 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

### 6.3 Notifying parents

The class teacher 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 by using the home/school book.

### 6.4 Reporting to Ofsted and child protection agencies

The SBM 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 SBM/head teacher will also notify Essex County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7 Training

All school staff can 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 Staff is encouraged to renew their first aid training when it is no longer valid. Staff training is monitored and record by the schools training coordinator.

In relation to the schools AED, the DfE have published the following advice (2019) *"AEDs, as work equipment, are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER), and as such this places duty on employers in respect of employee training and the provision of information and instructions in the use of such equipment. However, AEDs are designed to be used by someone without any specific training and by following step-by-step instructions on the AED at the time of use. It should therefore be sufficient for schools to circulate the manufacturer's instructions to all staff and to provide a short general awareness briefing session to meet their statutory obligations. Schools may want to use this opportunity to raise awareness of the AED in school and to promote its use should the need arise"*.

## 8 Monitoring arrangements

This policy will be reviewed by the senior leadership team every annually. At every review, the policy will be approved by the governing body.

## 9 Links with other policies

This first aid policy is linked to the

- Health, safety and wellbeing policy
- Risk assessments,
- Policy on supporting pupils with medical conditions
- Policy on administration of medication
- Policy on educational visits
- Policy on taking pupils of site.
- Premises management policy

## Appendix 1: list of trained first aiders

### Pediatric First Aiders

Staff member's name	Role	Contact details
Jodie S	HCA	206
Leah S	Thrive	223
Sam F	Class Teacher	229
Tina F	Admin	200
Zoe M	Class Teacher	238
Alix M	Outreach Teacher	254
Danielle B	HLTA	
Emma A-L	PE	235/260
Emma G	HCA	206
Emma O	Teaching Assistant	219

Playground First Aid	
Vicky A	Rachel Mc
Dan T	Chelsea F
Louise M	Nicola B
Rebecca B	Samantha J
Jade P	Georgina B
Robyn H	James B
Sadie M	Suzanne S
Charlotte S	Kirsty S