Free School Norwich

First Aid Policy 2025-2027

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1. 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 directors 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.

2. 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aiders. 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 (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

- It is the responsibility of all staff to ensure they read all policies and understand their duties within them, staff must also pass necessary information on to pupils where appropriate.

• Filling in the daily accident log sheets and detailed accident reports if required on the same day, or as soon as is reasonably practicable, after an incident. The school Office will contain a list of nominated first aiders. Their names will also be displayed prominently around the school.

3.2 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.3 The Principal

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

• Ensuring that an appropriate number of 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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
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- Completing daily accident log sheets and detailed accident reports (if required) for all incidents they attend to where a first aider is called
- Informing the Principal 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, 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 Secretary will contact parents immediately
- The 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 and submit to the Main Office

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

Risk assessments will be completed by the lead teacher, and approved by the Pricipal, prior to any educational visit that necessitates taking pupils off school premises.

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

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
- Safety pins
- Disposable gloves • Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Eye Wash Fluid

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Main Office
- Classroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- The daily accident logbook held with the first aid room will be maintained and an accident form will be completed (if the accident is severe enough) by the 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 log/ form.

- A copy of the accident report form (if the accident is severe enough) will be filed in the First Aid room filing cabinet and collected termly by Lead Teaching Assistant.

• Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, and then securely disposed of.

6.2 Reporting to the HSE

The Principal will report the accident to the Trust Central office who will seek advice from Armadillo Safety Solutions.

6.3 Notifying parents

The admin team 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.

6.4 Reporting to Ofsted and child protection agencies

The Principal 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.

7. Training

All school staff are able to 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 are requested to renew their first aid training when it is no longer valid. At all times, at least 1 staff member will have a current pediatric 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 Principal every 2 years. At every review, the policy will be approved by the Principal and Board of Trustees.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Administering medications Policy
- Supporting pupils with medical conditions
- First Aid Procedures & Intimate Care Policy

Principal: Darren Webster

Approved by: Trust Board

Approved: March 2025