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REVIEWED BY: HEAD OF OPERATIONS AND SCHOOL NURSE
RATIFIED BY: COMPLIANCE COMMITTEE



Hazelwood School

FIRST AID POLICY

This Policy includes the Hazelwood Nursery Site

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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 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

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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [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

Under the Health & Safety (First Aid) Regulations 1981, Hazelwood School has a duty to ensure that adequate and appropriate equipment and facilities are available in the workplace, and that satisfactory arrangements and procedures exist to ensure that First Aid is discharged in accordance with statutory duties.

Providing First Aid for the children in their care is a key consideration for the Governors and Directors of both Hazelwood School and the Hazelwood Nursery and Early Years site (HNEY). It is a role which requires and receives focus from the entire School team. Currently there are a significant number of staff across both sites who are trained in either First Aid at Work, or in Paediatric First Aid. All key workers working with children under the age of 5 years old hold a Paediatric First Aid certificate to comply with EYFS statutory framework.

Under the Data Protection Act 2018, medical information is considered a *special category* of personal information. The School, through its Privacy Notices, has demonstrated Legitimate Reason for storing and sharing of such information. Its confidentiality and protection is considered a priority for the School as is limiting those who have access to such information.

The Board of Governors is responsible for ensuring statutory compliance. The Head has powers delegated by the Board for ensuring that the Policy is effectively discharged through agreed procedures, and delegates the routine management of the School's First Aid Policy to the Head of Operations, the Health & Safety Committees and the School Nurse.

3.1 Appointed person(s) and first aiders

The school's appointed person is the School Nurse at the Wolfs Hill site, and the Nursery Manager/Reception Team at the nursery. 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable,

- after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The Board of Governors

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

3.3 The Head

The Head has delegated responsibility for the implementation of this policy to the Head of Operations, 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, 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)

3.4 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 (see appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the Head or their manager 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 the 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 appointed persons will contact parents

- immediately.
- The appointed persons will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This is held by the Head of Operations.

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

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Information about the specific medical needs of pupils
 - Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

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

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings

- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

Hazelwood School site:

- PE x 12 Mobile kits
- Sports Pavilion
- Swimming Pool
- Sports Hall Foyer
- Theatre Props Room
- School Kitchen
- Master Classroom (new) Chestnut Building
- Design Technology Room
- Science Room 1
- Science Room 2
- School Office
- Groundsmen Shed
- Estates Staff Office
- Outdoor Tippee
- Treehouse
- Food Tech Room/Kitchen
- Bawtree Hall
- Art Room
- Library
- Baily middle classrooms on each floor
- 6 Mini Buses

In addition there are a number of portable kits, available from the First Aid Room for offsite visits and activities

HNEY site:

- School Office
- All rooms
- The kitchen
- Forest Schools/Nature Area
- Shed on Playground
- Staff Room

Following the 2024 Health and Safety Audit, we now have a critical bleed kit located in the Grounds Shed and in the Medical Room on the School site, and appropriate staff have been trained.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the appointed person 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 appointed person.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

6.2 Reporting to the HSE

The Head of Operations 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 Head of Operations will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs.
 - 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.
 - Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Head of Operations will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
 - Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent.

- 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.

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment.

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., poorly maintained, or slippery floors)

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

The appointed person 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. Parents will also be informed if emergency services are called.

6.4 Reporting to the Independent Schools Inspectorate and child protection agencies (early years only)

The Designated Safeguarding Lead will notify the ISI 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 Designated Safeguarding Lead will also notify Surrey County Council, Surrey Children’s Single Point of Access (SPA) Contact Centre on 0330 470 9100 (out of hour’s social care emergency on 01483 517898) of any serious accident or injury to, or the death of, a pupil while in the school’s care.

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. This is kept by the appointed person at either site.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head of Operations and School Nurse every year.

At every review, the policy will be approved by the Compliance Committee.

~~and ratified by the Board of Governors.~~

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- EYFS Medication Policy
- EYFS Unwell Child Policy

This Policy was ratified by Compliance Committee on 14 June 2024