



# **Heritage Park School**

## **First Aid Policy**

**2024-2025**

Written by Sarah Davidson: February 2024

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## First Aid

Heritage Park will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff.

The school has assessed the need for first aid provision and the school risk assessment identifies that fully qualified first aiders holding the Level 3 Emergency First Aid at Work Certificate is required to cover for the number of staff and young adults at Heritage Park School.

Appointed persons take charge during a first aid situation and summon the emergency services or arrange transport to the local hospital if required. Appointed Persons have attended an “emergency first aid” course.

Heritage Park School hold the following First Aid qualifications:

First Aid at Work

Paediatric First Aid

Level 3 Emergency First Aid

Mental health First Aid

## First Aiders

The Heritage Park first aiders are expected to:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and/or child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and/or child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and/or child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and/or child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and/or child who is suffering from shock
- Be able to provide first aid to an adult, infant and/or child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and/or child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and/or child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and/or child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and/or child who has sustained and electric shock
- Know how to provide first aid to an adult, infant and/or child with burns and scalds
- Know how to provide first aid to an adult, infant and/or child who has been poisoned
- Know how to provide first aid to an adult, infant and/or child who has been bitten or stung.

First aiders are responsible for ensuring that the incident is recorded on CPOMS and is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

## Notifying Parents

The class teacher or teaching assistant 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.

Pupils also receive a 'Bumped Head' note to take home for any minor knocks to the head. This includes advice on symptoms of concussion.

## If the injury is of a serious nature

School will telephone for an ambulance immediately, telephone parents/carers giving details informing them of what's happened and arrange to meet parents at the hospital. (Staff to remain at hospital to wait for parents).

School will access a copy of the Individual Care Plan if appropriate and update accordingly. This is to be completed by the phase lead.

If the injury is not serious, however does still require to attend the hospital, parent's/carers to be contacted to come and collect the child to be taken to hospital.

Accidents involving a visit to the hospital must be reported to the Sheffield Local Authority (RIDDOR).

## Reporting to the HSE

The Principal 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) and ensure that the Trust's Chief Executive Officer and Estates & Facilities Manager are advised.

The Principal will report RIDDOR incidents to the Estates & Facilities Manager of the Trust as these need to be reported to the Health and Safety Executive as soon as is reasonably practicable or within 15 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

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#).  
Website: <http://www.hse.gov.uk/riddor>

### 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.

The Principal, will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Defibrillator

The closest defibrillator is located in the school office.

## Medication

It is the responsibility of parents /carers to inform Heritage Park of any medical conditions and the need for taking medication within the day.

Consent forms must be completed by parents / carers prior to medication being given out within Heritage. Parents / carers should be aware that supervising the administration of medication is done by staff on a voluntary basis. Members of staff are not legally obliged to administer or supervise the taking of medication. All staff that administer medication have completed medication administration training. Consent forms are included within the school admission pack and are updated at the beginning of each academic year. If there are any changes within the academic year parents/carers must inform school and an up to date form is required to be completed.

Short-term medication should preferably be given at home but with consent can be given in school.

Pupils requiring long-term medication can have this stored at Heritage. If medication is not collected at the end of the academic year the medication will be disposed of by the local pharmacy.

Medication brought into Heritage must be handed in during morning and signed into the medication cabinet. All medication taken within Heritage will be recorded in the medication file and kept in the school office.

Medication must be:

- In the original packaging from the doctor, chemist or hospital
- Clearly labelled with pupil's name
- Timing, side effects and dosage must be clearly shown on the consent form.

## Personal Care

If pupils require assistance when going to the toilet two members of staff will always be present. Pupils will be encouraged to be as independent as possible. Dignity and privacy will be respected and maintained at all times. High standards of hygiene practise will be encouraged and promoted.

Staff will wear protective disposable gloves for any procedures that come into contact with blood or body fluids. These will then be immediately disposed of in the medical disposal bins located in the accessible toilets.

Pupils who wet or soil will be given clothing to change into if clothing is available. Otherwise parents/guardians will be asked to provide a change of clothes or collect their child. Pupils with an upset stomach will, in most cases are sent home.

Pupils who need to change on a regular basis will be asked to bring a change of clothes into school. It is not the responsibility of staff at Heritage to provide clothes for pupils; it is the parent/carers responsibility. Soiled or wet clothes will be sent home in a plastic bag.

## Cleaning up after a sick pupil

High standards of hygiene practise will be maintained at all times. Staff will wear protective disposable gloves and an apron. Wipes are kept in all of the accessible toilets and First Aid cabinet. Use yellow disposable bags to dispose of waste and ventilate the room if possible. Inform the Site Manager who will organise a deep clean.

Pupils who are sick or have an upset stomach will be sent home. They will need to be off school 48 hours until the signs and symptoms are clear.

## Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the incident is recorded on CPOMS. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified and parent notified
- It will be the responsibility of **Sarah Davidson** to scrutinize such records for accuracy.

## Monitoring and Review

This policy will be monitored by the Safeguarding Lead (Sarah Davidson) and reviewed in accordance with any new guidance given.

Additionally, the Principal will inform and monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this.

Additionally, the Safeguarding Governor will monitor the process undertaken as part of their roles/responsibilities raising any queries in relation to daily practice with the Principal of the school.

First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

This policy will form part of a period of induction of any staff member who is new to the school.

For further information please see:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

## 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.