Thomas Harding Junior School

First Aid Policy

(including concussion)

ODBST Level 1 Statutory Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	ODBST Health & Safety Policy ODBST Safeguarding and Child Protection ODBST Supporting Children with Medical Needs
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	24.6.2025
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1. Aims

The Oxford Diocesan Bucks Schools Trust (ODBST) requires the Governing body of Thomas Harding Junior School to assess the first aid needs and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation *Health and Safety (FirstAid) Regulations 1981* (as amended)) and the DfE's Guidance for First Aid in Schools 2022. Thomas Harding Junior School recognise that as a school this policy will extend to pupils/visitors and others even though the regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

Whilst most of the terminology used in this policy refers to pupils it should be presumed that where possible this would also include staff and visitors to the school.

The aims of the policy are to:

- Ensure that Thomas Harding Junior School has adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that the Thomas Harding Junior School first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school's likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

2. Legislation and Guidance

National guidance is provided in the DfE's document *First Aid in Schools* and in the HSE's *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations*.

3. Roles and responsibilities

3.1 Trustees of ODBST

The Trustees of ODBST are responsible under the *Health and Safety at Work etc Act 1974 (HSWA)* for:

- Ensuring that ODBST schools have an appropriate First Aid policy.
- Ensuring that trust school have access to appropriate guidance on first aid issues through its Competent Advisor, Handsam;
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment; and
- Reviewing the policy annually, and when statutes or guidance change.
- Monitoring and review first aid in its schools

3.2 Local Governing Body

The Local Governing Body (LGB) is responsible ~~under the *Health and Safety at Work etc Act 1974 (HSWA)*~~ for:

- Ensuring that Thomas Harding Junior School follows the Trust's policy based on suitable and sufficient risk assessments carried out by a competent person at their school. Following accidents informing the trust if this policy needs reviewing;
- Ensuring that Thomas Harding Junior School provides sufficient funding for first aid provision;
- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting;
- The LGB will follow the *Statutory Framework for the Early Years Foundation Stage* (EYFS) updated in March 2017 in relation to the new conditions of paediatric first aid training;
- Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;
- Provide suitable first aid arrangements are in place for off-school activities e.g. school excursions;
- Ensuring that staff are appropriately consulted and trained;
- Receive and consider reports from Thomas Harding Junior School;
- Ensure that Thomas Harding Junior School keep accurate accident records and will report to the
  HSE as required under the *Reporting of Injuries, Diseases and Dangerous*

Occurrences Regulations 2013 (RIDDOR) and that these are reported to the Trust;

3.3 The Headteacher

The **Headteacher** of Thomas Harding Junior School is responsible for ensuring the ODBST's policy is put into practice and for:

- The day-to-day internal management responsibility for first aid;
- Ensure that the first aid provision is adequate and appropriate;
- Determining the first aid needs of Thomas Harding Junior School, considering, among other things, the number of employees, size, location and work activity;
- Developing and reviewing detailed procedures;
- Monitoring the training and expertise of first aid staff;
- Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or offsite;
- Liaising with the person responsible for first aid
- Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
- Ensuring that staff, students and parents are aware of Thomas Harding Junior School health and safety and first aid policy and procedures.

3.4 Designated First Aid Leader

The headteacher of Thomas Harding Junior School may delegate the role of Designated First Aider to the School Business Manager/Operations Manager who will be in charge of first aid provision. At Thomas Harding Junior School They will:

- Carry out appropriate risk assessments in liaison with the headteacher.
- Ensure that the number of first aiders/appointed persons meets the assessed need;
- Ensure that appropriate training is provided and monitors the competence of first aiders:
- Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked;
- Ensure that incidents are reported to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) or Ofsted for separately registered nursery settings;*
- Ensure that an ambulance or other professional medical help is summoned when required;
- Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
- Regularly keeps the headteacher informed of the implementation of the policy.

3.5 Staff

Teachers' conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

If first aid is required staff must not move the patient. A first aider must be summoned. Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

The record must include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

4. First Aiders and Appointed Persons

All employees providing first aid in Thomas Harding Junior School must have an appropriate first aid qualification and **remain competent** to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that, when necessary, an ambulance or other professional medical help is called.

First aiders will be expected to follow any appropriate trust or government guidance.

Thomas Harding Junior School recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. Thomas Harding Junior School will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies in relation to the care of students with medical conditions.

Appointed Persons

When Thomas Harding Junior School school's assessment of first aid needs identifies that a designated first aider is not required, they will appoint a person to take charge of the first aid arrangements. Arrangements should always be made for the appointed person to be available to undertake these duties when people are at work.

Appointed persons do not need to have a first aid qualification although they may benefit from training such as completing an emergency first aid at work course. Their role is to:

- take charge when someone is injured or becomes ill

- look after the first aid equipment
- ensure that an ambulance or other professional medical help is summoned when appropriate

Number of First Aiders/Appointed Persons

Thomas Harding Junior School will use the HSE checklist for assessment on pages 10 to 12 *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The Head teacher must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

The number of first aiders is: 17 staff have St John Ambulance Schools First Aid Training (1 day)
The number of appointed persons is: 4 staff have St John Ambulance Full First Aid Training (3 day)

5. First Aid Equipment

The defibrillator for our school is located in the medical room.
The school will notify the local NHS ambulance service of the defibrillator's location on installation.
The DESIGNATED FIRST AID LEADER will determine the number of first aid boxes required and their appropriate locations and will ensure that this information is communicated to all staff.

The contents of each first aid container will be at least the minimum suggested by *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* (see appendix 2 of the above for suggestions). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.
The number of first aid containers required is assessed as 14 and these are located as follows:

- Medical Room
- Each Classroom (x8)
- School Servery Kitchen
- Mobile Kits x 4 (each year group)

The schools nominated first aid accommodation is:

- The Medical Room

6. Record-keeping and Reporting

6.1 First aid and accident record book

- An accident report will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- The record should be readily accessible, and details recorded should include:
    - date, time and place of incident ○ name of injured or ill person ○ details of the injury or illness ○ details of what first aid was given
    - what happened immediately after the incident (for example, went home, went back to class, went to hospital)
    - name and signature of first aider or person dealing with the incident
- If the child or member of staff requires further medical assistance outside of school (e.g. to see the GP or visit Hospital) or has received a high level of first aid then an accident report must be completed on Smartlog.
- 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, or 25 years for serious accidents reported to the HSE or requiring reporting in Safesmart Smartlog and then securely disposed of following the Records Management Policy.

6.2 Reporting to the HSE

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The School Business Manager (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 School Business Manager (Operations) will report to the Health and Safety Executive as soon as is reasonably practicable and in any event 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 scalding 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.

Please refer to the HSE to ensure guidance has not changed since the writing of this policy: Incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers

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

Either the office staff, or the member of staff that dealt with the incident 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 Child Protection Agencies

The Headteacher 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 Headteacher will also notify 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

The school will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site. 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.

First Aid at Work (FAW) certificate lasts three years. The HSE recommends completing an annual half-day refresher to maintain confidence and skill. Before the three-year FAW certificate expires you must take a two-day requalification course to remain certified.

8. Mental health

Thomas Harding Junior School will ensure that leaders have the knowledge and skills necessary to recognise, understand, and assist workers and pupils facing mental health challenges through undertaking appropriate training. First aid will consider both the physical and mental health of their employees when assessing and implementing measures.

Thomas Harding Junior School has a Mental Health Lead. This is Mrs Arnott. This role has strategic oversight of the whole school approach to mental health and wellbeing. They will support the school to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils and employees.

However, school staff are not mental health professionals. Where pupils and students experience more serious mental health problems, schools will support children and their families in obtaining access to support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

9. Concussion

In April 2023 the Government, in collaboration with the Sport and Recreation Alliance, released the first-ever UK-wide Concussion Guidelines for Grassroots Sport. These guidelines aim to assist players, coaches, parents, schools, National Governing Bodies, and sports administrators in recognizing, managing, and preventing concussions.

The key message, "If in doubt, sit them out," emphasizes that no one should return to play within 24 hours of a suspected concussion. This guidance builds on existing protocols already implemented in Scotland.

Students, parents, coaches, teachers, and sports administrators are encouraged to read and familiarise themselves with the guidelines, which outline the following steps:

- Recognise the signs of concussion;
- Remove anyone suspected of having a concussion immediately; and
- Return safely to daily activities, education/work, and, eventually, sport.

No one should return to competition, training, or Physical Education (PE) classes within 24 hours of a suspected concussion. Anyone who may have suffered a concussion should avoid driving (e.g., car or motorcycle), riding a bicycle, operating machinery, or consuming alcohol within 24 hours. Commercial drivers (e.g., HGV operators) must consult a Healthcare Professional before resuming driving.

Thomas Harding Junior School will ensure that all individuals suspected of having a concussion will be evaluated by a qualified onsite first aider or by contacting the NHS at 111 within 24 hours of the injury. If there are concerns about more severe injuries or the presence of 'red flag' symptoms, the person should receive urgent medical attention either onsite or at a hospital's Accident and Emergency (A&E) Department. Ambulance transfer should be arranged by calling 999 if necessary.

Concussion patients should generally rest for 24-48 hours, although light daily activities and walking are acceptable. However, they must avoid strenuous exercise, demanding work, or sports during this period. Afterward, they can follow a graduated return to normal activities (such as school/work) and sports.

If symptoms persist for more than 28 days, the student/teacher should be evaluated and treated by an appropriate Healthcare Professional, such as their General Practitioner (GP).

10. Risk Assessments

The headteacher must make suitable and sufficient risk assessments to determine any extra provision required over and above the minimum provision, taking into account any known medical conditions of staff/pupils etc.

The risk assessments must also cover the risks to employees and also any non-employees who may visit the school.

11. Illness

All pupils who feel unwell or who have suffered an accident should, if possible, be accompanied to the Medical Room. Where it is unsafe to move the pupil, someone should be sent for assistance.

A qualified first aider will assess the individual's need and apply basic first aid; a second opinion should be sought if available.

The office will issue an advisory note to the parents/carers detailing the illness or incident that has occurred.

If there is any concern that the injury or illness may be more serious. The parents/carers will be contacted immediately.

Any pupil having difficulty breathing, feeling dizzy or faint must remain with the teacher or other member of staff. A message should be sent to the office to send a first aider/school nurse immediately.

12. Pupils' Medical Conditions

A list of pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when required. A copy of this information is kept in each class – each class has a medical folder for staff to refer to.

Appropriate medication should be with the pupil in their classrooms at all times and should be named and labelled. Named and labelled inhalers are kept in the asthma box in the child's classroom. Auto-injectors (commonly known as Epipens) will also be kept for each pupil with a known medical condition in the child's wet bay.

Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. Having due regard to confidentiality, staff authority and medical necessity in the distribution of information.

All asthma inhalers should be taken to all PE lessons.

Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.

13. Insurance

The Oxford Diocesan Bucks Schools Trust has procured insurance arrangements that provide appropriate cover through the RPA.