



Rugby Free

Primary School

RFPS Managing Sickness and First Aid Policy

Name of Policy	MANAGING SICKNESS AND FIRST AID POLICY	
Policy Level (Trust/School)	School	
Document control		
Date	Revision Amendment Details	By whom
November 2023	First draft	Head Teacher
March 2024	Adopted by Trust	Trustees (ARC)
January 2026	Proposed date for review	Operations Manager

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1. Aims

The aims of our sickness and 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
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [Infectious diseases: education and childcare settings - GOV.UK \(www.gov.uk\)](#)

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

Across Rugby Free Primary we have first aiders who have been trained in either Paediatric First Aid or Emergency First Aid at Work . We have first aiders in all areas of the school including teaching staff and support staff. The administration team will oversee the running of the first aid procedures.

First aiders are trained and qualified to carry out the role (see section 7) and 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 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 and ensuring parents know the procedures on when the child can return to school in conjunction with a member of the extended senior leadership team.
- 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 first aiders are listed around the school and a hard copy kept in Operation Managers office.

3.2 The Trust Board

The trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

The headteacher 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, 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)
- Reporting infectious diseases to the Health Security Agency when necessary
- Making the decision if and when a child can return from illness if they have had a vomit/diarrhea episode(s) or an infectious disease
- Make the final decision on whether a child can return to school if there is a dispute about this between a member of staff and a parent/carer

The above may be delegated to a member of the Senior Leadership Team (SLT) in the headteachers absence.

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 form for all incidents if they are first aider trained and if not, ensuring a first aider is called and attends
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Ensuring that they have checked with a member of the extended senior leadership team if they are to send a child home who is suffering with illness

3.5 Parents/carers

Parents and carers are responsible for:

- Ensuring that all contact details for them are up to date and that a parent/carer can be reached at all times.
- An responsible adult over the age of 18 must be available to collect a child from school within 45 minutes if they need to go home because of an accident or illness.
- Ensuring that all medical details/medication are up to date and brought in to school correctly
- Ensuring that they inform us of any changes to their child's medical or health needs straight away
- Read the accident forms that are sent home to understand the injury that a child sustained at school
- To give further medical/health/first aid when the child gets home if necessary e.g. bathing a wound as school can only provide emergency first aid care.

To seek further medical advice straight away if they believe that it is required and ensure school is kept up to date with this information

4. First aid and sickness procedures

4.1 First Aid 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, a member of staff 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 this will be given to the child to take home. If this is an injury from the neck up a message will be sent home, as soon as reasonably possible. The child will be issued with a coloured band to wear to be a visible sign for all staff to keep an eye on the child in case of any signs of concern.

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

4.2 First Aid 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:
 - Individually wrapped sterile adhesive dressings
 - Large sterile unmedicated dressing
 - Triangular bandages – individually wrapped and preferably sterile
 - Safety pins
 - Individually wrapped moist cleansing wipes
 - Pairs of disposable gloves
- Information about the specific medical needs of pupils and their medication
- Parents' contact details (this may be accessed using our online MIS system to avoid possible GDPR breaches)

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

For Reception visits, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on 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 for Years 1 – 6.

Any accident or first aid given will be documented on the school trip and the in school procedure will be followed. .

4.3 Sickness procedures and expectations

Pupils should be in school every day unless:

- They are too unwell to be in school and cannot concentrate/participate in normal school activities
- Have an infectious or potentially infectious disease
- Have vomited/had diarrhea in the past 48 hours
- Have been advised by a medical professional to stay off school (we may require a doctor's note to confirm this if the child has low attendance or we are concerned about their attendance).

If a child becomes unwell at school:

School staff may do the below things depending on the situation:

- Comfort the child – allowing them to have some time out, a rest and seeing if their illness passes
- Take their child's temperature using a temperature gun
- Take the child to the sick bay to rest on the bed or to receive medical treatment
- Ring parents/carers to inform them or ask them to collect their child
- Ring 111 or 999 depending on the severity of the situation

Members of SLT will:

- Authorise a child being sent home
- Support a trained first aider in making a decision on the best course of action although the trained First Aider will make the ultimate decision.
- Contact/speak to parents if there is a delay in them collecting their child or a refusal to collect their child
- Make a decision on when a child can return to school if the child has vomited or had diarrhea (48 hours rule applies), has had an infection disease or illness, an injury/illness has not healed sufficiently enough, or child is still not well enough to be in school. Where there is a dispute between parents and a member of SLT about whether a child can return to school, the headteacher will make the final decision.

Parents will:

- Ensure contact details are up to date, including work phone number and at least 2 emergency contacts
- Collect the child within a reasonable timeframe, ideally within 45 minutes of the school phoning to say they need to be collected or ask for an emergency contact to collect them.
- Not send their child back to school until they are well enough, not infectious any more or 48 hours from the last bout of sickness or diarrhea.

RFPS expects all parents to accept the school's decision about whether they can return to school or not and understand that school is acting in the best interest of all pupils and staff members.

4.4 Medical conditions

When a pupil has a diagnosed medical condition, different considerations will be taken when assessing whether they should be at school or when they can return to school.

If the child has a serious medical condition e.g., epilepsy or coeliac disease, they will have an Individual Health Plan (IHP)

If it is uncertain whether a child is ill because of their medical condition or because of an infectious illness e.g., sickness and diarrhea, school will remain on the side of caution and ask for the 48-hour rule to be adhered to. A member of the Senior Leadership Team will make the final decision.

5. First aid equipment

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

- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Individually wrapped sterile unmedicated wound dressings
- Disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- One per year group

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury and a copy of the slip sent home with the child.
- As much detail as possible should be supplied when reporting an accident
- 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.

6.2 Reporting to the HSE

The Operations 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 Operations Manager 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 Operations Manager 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)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents (early years only)

School 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.

7. Training

All school staff are able to undertake emergency first aid training if they would like to. This is not compulsory so not every staff member will be trained



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 (see appendix 3).

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.

For Reception pupils - 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. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Attendance Policy