

# First Aid Policy

## Aldersbrook Primary School



**Approved by:** Governing Body **Date:** September 2024 **Next review due**  
**by:** September 2026

## Contents

<b>1 – Aims</b> .....	<b>4</b>
<b>2 – Legislation and Guidance</b> .....	<b>4</b>
<b>3 – Roles and Responsibilities</b> .....	<b>4</b>
3.1 Appointed person(s) and first aiders .....	5
3.2 The local authority and governing board.....	5
3.2 The governing board .....	6
3.3 The headteacher .....	6
3.4 Staff.....	6
<b>4 – First Aid Procedures</b> .....	<b>6</b>
4.1 In-school procedures - Flowchart (Appendix 1) .....	7
4.2 Off-site procedures.....	7
<b>5. First aid equipment</b> .....	<b>8</b>
<b>6. Record-keeping and reporting</b> .....	<b>9</b>
6.1 First aid and accident recording .....	9
6.2 Reporting to the HSE .....	10
6.3 Notifying parents/carers.....	12
6.4 Reporting to Ofsted and child protection agencies (early years only) .....	12
<b>7. Training</b> .....	<b>12</b>
<b>8. Monitoring arrangements</b> .....	<b>13</b>
<b>9. Links with other policies</b> .....	<b>13</b>
Appendix 1: Flowchart for pupils needing first aid treatment in school .....	13
Appendix 2: List of appointed person(s) for first aid and/or trained first aiders.....	15
Appendix 3: Accidents Reported on Arbor (Fields).....	16
Appendix 4: First aid training log .....	17

## 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

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

## 3 – Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### **3.1 Appointed person(s) and first aiders**

The school's appointed persons are a senior leader with responsibility for Medical and Medical Officer. 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 as, or as soon as is reasonably practicable after, an incident.
  - Keeping their contact details up to date
- Our school's appointed person(s) and/or first aiders are listed in appendix 2. Their names will also be displayed prominently around the school site.

### **3.2 The local authority and governing board**

London Borough Redbridge has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.2 The governing board**

The governing 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 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 and / or appointed person(s) in school are
- Completing accident reports for all incidents.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

## **4 – First Aid Procedures**

### **4.1 In-school procedures - Flowchart (Appendix 1)**

In the event of an accident resulting in injury:

If the pupil is able to walk to the medical area they will do so with peer or supporting adult if needed or wanted. If the assistance of a qualified first aider is required on the scene, they will be alerted.

The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services or if first aid can be administered immediately.

If needed 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers

If emergency services are called, the school office will contact parents/carers immediately

The first aider / relevant member of staff will complete an incident report form on Arbor the same day or as soon as is reasonably practical after an incident resulting in an injury; the report on ARBOR is automatically shared with parents/carers.

For head injuries the staff member delivering first aid will place a dated, red, adhesive wrist band to the pupil's wrist which will indicate to all staff and parents/carers that the pupil has had an injury to the head.

Any significant injuries will also require the first aider / relevant staff member to call parents/carers to inform them alongside the ARBOR email alert.

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

#### **4.2 Off-site procedures**

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

- A mobile phone to contact school and emergency services if needed

- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendations for a minimum travelling first aid kit

- 3 individually wrapped sterile adhesive dressings

- 1 large sterile un-medicated 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

The adult leading the trip, prior to any educational visit that necessitates taking pupils off school premises will complete risk assessments.

There will always be at least one first aider (EFW trained) on school trips and visits. For EYFS trips and visits there will be at least one member of staff with a current paediatric first aid (PFA) certificate 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:

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to the school's first aid arrangements.

- A leaflet giving general advice on first aid
- 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 un-medicated wound dressings · 2
- large sterile individually wrapped un-medicated wound dressings · 3 pairs of
- disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- KS1 hall located outside staffroom
- KS2 hall – Medical area
- KS2 corridor (at the top of the stairs)
- KS2 corridor (outside the Nest)
- Nursery (Kitchen)
- Reception (middle room)
- Kitchen
- Office
- Medical room

## 6. Record-keeping and reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

### 6.1 First aid and accident recording

- An incident form (on Arbor) 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

- First Aid treatment is recorded on the child's ARBOR record and the information is automatically emailed to the parents/carers.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 3. This will include what has happened and what action has been taken.

## **6.2 Reporting to the HSE**

The Office Manager will report 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 Office Manager will report these using the Assure portal 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 office manager 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 where 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/carers**

The staff member dealing with the incident will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given via ARBOR email, as soon as reasonably practicable. In the event of a significant injury the member of staff dealing with the incident, office staff or medical officer will call parents/carers and either request them to collect their child to seek further medical attention or to monitor their child at home.

Parents/carers will also be informed if there has been any injury to the head.

Parents/carers will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 London Borough of Redbridge Child Protection Department 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 in their training log, what training they have received and when this is valid until.

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 Senior Teacher responsible for Medical every year.

At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This first aid policy is linked to the:

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

12

### Appendix 1: Flowchart for pupils needing first aid treatment in school

(Medical room in KS1 building next to accessible toilet, at lunchtimes at back of dining hall in KS2)

Pupil walks to medical area if able to, accompanied by a peer or supporting adult where required.

If pupil unable to walk to Medical area – a first aider will be called to attend to the pupil and assess the situation.

Pupil is assessed and treated by first aider – 2<sup>nd</sup> opinion sought where needed. If the medical officer is not available, pupil will be treated by an alternative first aider.

The injury and treatment is recorded on ARBOR by the first aider who has treated the pupil and the information is automatically emailed to parents/carers.

If the pupil has sustained an injury to the head a dated, red, adhesive wristband will be placed on their wrist.

In addition to the above steps, if the pupil has sustained a significant injury, the parent/carer will be called by the first aider or a member of the office team.

Where necessary, we will ask the parent/carer to collect their child to seek further medical attention or to monitor their child at home.

If emergency support is needed, an ambulance will be called, the office team will be informed to call the parents/carers.

**Appendix 2: List of appointed person(s) for first aid and/or trained first aiders**

Medical Officer: Christine Smale

First Aid at Work trained: Christine Smale, Beth Campbell

**Staff First Aiders 2024/2025**

<b><u>EYFS</u></b>	<b><u>KS1</u></b>	<b><u>KS2</u></b>
Ms S Smith (EFW) Ms G Palmer (PFA) Ms T Moule (PFA) Ms B Nikols (PFA) Ms S Islam (PFA) Ms N Kaur (EFW) Ms M Smale (EFW) Ms B Campbell (FAW)	Ms S Begum (EFW) Ms J Gardiner (EFW) Ms S Ahmed (EFW) Ms A Stokes (EFW) Ms S Ford (EFW) Ms B Kaur (EFW)	Mr A Kalisa (EFW) Ms E Lawton (EFW) Mr M Lewis (EFW) Mr M Fletcher (EFW) Ms A Loka (EFW) Mr Singh (EFW) Ms M Javaid (EFW) Ms N Bhatti (EFW) Ms S Zumrutel (EFW)
<b><u>Lunchtime</u></b> Ms C Smale (FAW) Ms V West (EFW) Ms P Gocmen (EFW) Ms S Sugesh (EFW) Ms L Morris (EFW) Ms T Moule (EFW) Ms S Naqvi (EFW) Ms B Ali (EFW)	<b><u>Other Areas</u></b> Ms S Parveen (EFW) Ms S Bahar (EFW)	<b><u>Forest School</u></b> Mr S Clarke (PFA) Ms M Smale (EFW)

EFW = Emergency First Aid at Work Qualification

**Appendix 3: Accidents Reported on Arbor (Fields)**

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT SUMMARY			
Describe in detail what happened, how it happened and what injuries the person incurred. Also include what actions were taken.			
NAME OF PERSON RECORDING THE INCIDENT			
DATE			

**Appendix 4: First aid training log**

Our First Aid Staff Training Log is stored on our Electronic Training Matrix. Each September all staff receive Anaphylaxis, Asthma and Seizure online training.