



## First Aid Policy

Signed by:

Chair of Governors

Date:

Committee with oversight for this policy	Full Governing Board
Policy to be approved by	Full Governing Board
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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](#), 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

## 3. Roles and responsibilities

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

The school's appointed person is Manjit Hamid. 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
- Updating the medical log on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

### 3.2 The governing body

The governing body 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 aiders are present in the school at all times
- 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
- Updating the medical log for all incidents they attend to where a first aider is not called
- Informing the headteacher 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 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 Assistant Headteacher will contact parents immediately
- If a child has suffered a head injury, parents will be informed regardless of severity
- The first aider will record the incident in the medical log on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **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
- Information about the specific medical needs of pupils
- Parents' contact details

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

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, 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:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school kitchens

## 6. Record-keeping and reporting

### 6.1 First aid and Medical Log

- The medical log will be updated by the first aider 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 through the medical log
- A head injury report form will be given to the parent/carer should a head injury occur, all other incidents will be reported verbally to the parent/carer. A copy of the record in the medical log can be made available to the parent upon request.
- Records held in the Medical Log 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 Caretaker 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 Caretaker will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 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](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The class teacher 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 Ofsted and 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 the Local Authority Designated Officer (LADO) and the Executive Headteacher of the Grand Union Multi Academy Trust (GU MAT) 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Assistant Head for Inclusion every 2 years.

At every review, the policy will be approved by the Headteacher.

## **9. Links with other policies**

This first aid policy is linked to the

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

## Appendix 1: list of trained first aiders

Staff member's name	Role
Manjit Hamid	Senior HLTA
Cheryl Gostelow	EYFS HLTA
Jeanette Ash	NNEB
Claire Sheedy	NNEB
Max Savage	Learning Mentor/ Sports Coach
Annette O'Dea	TA
Caroline Page	TA
Helen McConnell	TA
Venetia Campbell	SMSA
Yasmen Ahmed	SMSA
Shelley Chamberlain	HR/Finance Officer
Maria Brusa	Data Officer





## **Appendix 2**

# **First Aid Policy Covid-19 Addendum**

**Addendum written by: C Hasker**

**Date written: 08.06.2020**

1. Aims, Legislation and Guidance
2. Roles and responsibilities
3. First aid procedures
4. First aid equipment
5. Record-keeping and reporting
6. Training

## **1. Aims, Legislation and Guidance**

The aims of our First Aid policy remain to:

- Ensure the health and safety of all staff, pupils and visitors (with a particular focus on responding quickly to any potential symptoms of Covid-19)
- 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

We continue to follow the same legislation and guidance as outlined in the First Aid Policy and have created a school risk assessment, with a particular focus on limiting the risk of exposure to Covid-19, which can be referred to for further information.

## **2. Roles and Responsibilities**

Manjit Hamid remains the school's appointed person for First Aid. She will continue to ensure there is an adequate supply of materials. She will be responsible for ensuring an ambulance or professional medical help is summoned as appropriate.

First aiders will be assigned to separate bubbles and are responsible for:

- responding to incidents within their individual bubble.
- Recording all medical incidents as soon as possible, following an incident.
- Sending pupils home to recover where necessary
- Monitoring their bubble for any possible signs or symptoms of Covid-19 and responding to children's reports of any possible symptoms
- Ensuring children exhibiting any possible signs of Covid-19 are escorted to the isolation room (with appropriate social distancing) and their parents contacted
- Ensuring that sufficient PPE equipment is available within their assigned bubble prior to each session.
- Ensuring that any possible cases of Covid-19 are reported to Senior Leaders.

The responsibilities of the governing body, Headteacher and staff remain the same as specified in the First Aid Policy.

### **3. First Aid Procedures**

- A member of staff from the bubble will assess the seriousness of the injury and seek assistance from the assigned first aider if treatment is required.
- The first aider will follow First Aid Procedures as outlined in the First Aid Policy.
- If emergency services are called, the office staff will contact parents immediately.

### **4. First Aid Equipment**

A first aid kit will be available within each bubble, with additional equipment stored in the medical room. No medication will be stored in First Aid kits, but first aiders should be aware of any medication required by children within their bubble (See Supporting Pupils with Medical Conditions Addendum). Additional first aid kits are available in the School office and Kitchen.

### **5. Record keeping and reporting**

Due to the current risk of Covid-19, staff are unable to share laptops or keyboards. Therefore, while the Covid-19 Pandemic remains a risk, any incidents requiring First Aid should be recorded in individual medical logs within each bubble. A book and pen for this purpose should be pinned to the wall within the bubble and only accessed by the first aider.

As much detail as possible should be supplied when reporting an incident, including any action taken by the First Aider.

The process for reporting to HSE remains the same as outlined in the First Aid Policy. Incidents involving Covid 19 should only be reported under RIDDOR when:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2).
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus.
- a worker dies as a result of occupational exposure to coronavirus.

The school should continue to notify parents on the day of any incident where First Aid has been administered. Due to the Covid-19 restrictions, reports may be made by phone or email depending on the complexity of the incident.

Any necessary reports to Ofsted, the Local Authority or the Multi Academy Trust should be made in the same way as outlined in the policy.

### **6. Training**

All first aiders received updated training, at an appropriate social distance, on 1<sup>st</sup> June 2020.

