

First aid policy 2023

PRIMARY
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Primary Advantage



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Revisions

Date	Summary of changes
November 2023	<ol style="list-style-type: none">1. Appendix 1: list of trained first aiders - names updated to match current first aiders2. Appendix 3: First Aid Training Log - names updated to match current training dates

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

3.1 Appointed person(s) and first aiders

The school's appointed first aiders 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, 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 in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The federation's governing board has ultimate responsibility for health and safety matters in the school, but delegates approval of this policy to the local advisory board (LAB) and 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 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 in school are
- Completing accident reports (see appendix 2) 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 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, the office 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

There will be at least one 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 school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated 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
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the class teacher 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 (PFA) 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 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 unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school kitchens

- Nursery

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
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will be held in the relevant file in the Finance Office (Staff Accidents / Pupil Accidents)
- 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 Cluster Finance & Admin 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 Cluster Finance & Admin 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 Business and Finance Cluster 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 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)

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 (early years only)

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 Hackney Social Services 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 (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.

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 three years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Local Advisory Board.

9. Links with other policies


This first aid policy is linked to the:

- Health and safety policy
- Medical needs policy

1. Appendix 1: list of trained first aiders

Name	Role	Contact Details
Sam Sait	Nursery Nurse	ssait@johnjames.hackney.sch.uk
Jennifer Roberts	Midday Meals supervisor	jroberts@johnjames.hackney.sch.uk
Debbie Golesworthy	Midday Meals supervisor, Cleaning Supervisor	dgolesworthy@johnjames.hackney.sch.uk
Julie Prevost	Breakfast Club Assistant, Cleaner	jprevost@johnjames.hackney.sch.uk
Feriha Korbay	Class Teacher	fkorbay@johnjames.hackney.sch.uk
Janny Man	Teaching Assistant	jman@johnjames.hackney.sch.uk
Linda Crowne	Teaching Assistant	lcrowne@johnjames.hackney.sch.uk
Sonia Eames	Teaching Assistant	seames@johnjames.hackney.sch.uk
Frances Ryan	Nursery Nurse	fryan@johnjames.hackney.sch.uk
Julia Barrett-Mowatt	Unqualified Teacher	jbarrett-mowatt@johnjames.hackney.sch.uk
Sharon Rees	Family Liaison Officer	srees@johnjames.hackney.sch.uk
Adiatu Kebbay	Teaching Assistant	akebbay@johnjames.hackney.sch.uk
Nifa Begum	Admin & Data Officer	nbegum@johnjames.hackney.sch.uk
Dionne Khaleel	Pastoral Support Manager	dkhaleel@johnjames.hackney.sch.uk
Tajnia Uddin	Teaching Assistant	tuddin@johnjames.hackney.sch.uk
M'Balu Mansaray	Cook	mmansaray@johnjames.hackney.sch.uk
Martijn Lafebre	Teaching Assistant	mlafebre@johnjames.hackney.sch.uk
Sara Kane-Little	Teaching Assistant	skane-little@johnjames.hackney.sch.uk

2. Appendix 2: accident report form (carbon copy book)

	St John and St James C of E Primary School Telephone 0208 985-2045		ACCIDENT / INCIDENT / ILLNESS REPORT SLIP		Date
					Time
			Pupil's Name		Class
Location and details of accident/ incident / illness					
Head Injury		Sprains / Twists		Stomach Pains / Upset Tummy	
Asthma		Nosebleed		Mouth Injury / Tooth Ache / Loose or Missing Tooth	
Bump/Bruise		Parent / Carer Contacted		Ice Pack Applied	
Cut/Graze		Unable to contact Parent		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.	
Headache / High Temperature		Well enough to remain in School after First Aid			
Vomiting /Nausea		Collected from school			
				Authorised Signature	
Details of Treatment and Additional Comments					

3. Appendix 3: first aid training log

Name	Role	Title of Course	Course Date	Renewal Date
Sara Kane-Little	Teaching Assistant	Emergency First Aid at Work (2 hours) - Level 2	31.08.2021	31.08.2024
Martijn Lafebre	Teaching Assistant	Emergency First Aid at Work (2 hours) - Level 2	01.09.2021	01.09.2024
Janny Man	Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	29.07.2022	29.07.2025
Debbie Golesworthy	Midday Meals Supervisor, Breakfast Club Supervisor, Cleaning Supervisor	Paediatric First Aid Awareness: Level 2	02.09.2022	02.09.2025
Julie Prevost	Breakfast Club Supervisor, Cleaner	Paediatric First Aid Awareness: Level 2	02.09.2022	02.09.2025
Jennifer Roberts	Midday Meals Supervisor	Paediatric First Aid Awareness: Level 2	03.09.2022	03.09.2025
Linda Crowne	Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	05.09.2022	05.09.2025
Sam Sait	Nursery Nurse	Paediatric First Aid Awareness: Level 2	06.09.2022	06.09.2025
Sonia Eames	Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	23.06.2023	23.06.2026
Frances Ryan	Nursery Nurse	Emergency First Aid at Work (6 hours) - Level 3	23.06.2023	23.06.2026
Julia Barrett-Mowatt	Unqualified Teacher	Emergency First Aid at Work (6 hours) - Level 3	30.06.2023	30.06.2026
Sharon Rees	Family Liaison Officer, Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	21.07.2023	21.07.2026
Adiatu Kebbay	Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	04.09.2023	04.09.2026
Nifa Begum	Admin & Data Officer	Emergency First Aid at Work (6 hours) - Level 3	06.10.2023	06.10.2026
Dionne Khaleel	Pastoral Support Manager	Emergency First Aid at Work (6 hours) - Level 3	12.10.2023	12.10.2026
Feriha Korbay	Class Teacher	Paediatric First Aid	13.10.2023	13.10.2026
Tajnia Uddin	Teaching Assistant	Emergency First Aid at Work (6 hours) - Level 3	31.10.2023	31.10.2026
M'Balu Mansaray	Cook	Emergency First Aid at Work (6 hours) - Level 3	31.10.2023	31.10.2026

Name	Role	Title of Course	Course Date	Renewal Date
Frances Ryan	Nursery Nurse	NHS Demonstration - Epipen Use	14.07.22	September 2023
Sam Sait	Nursery Nurse	NHS Demonstration - Epipen Use	14.07.22	September 2023
Sara Kane-Little	Teaching Assistant	NHS Demonstration - Epipen Use	14.07.22	September 2023
Sus March	EYFS LEad, Class Teacher	NHS Demonstration - Epipen Use	14.07.22	September 2023

Policy written:	November 2022
Amended/Updated:	November 2023
Adopted by the Local Advisory Board:	November 2022
Review date:	November 2024

The SJSJ LAB have reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

