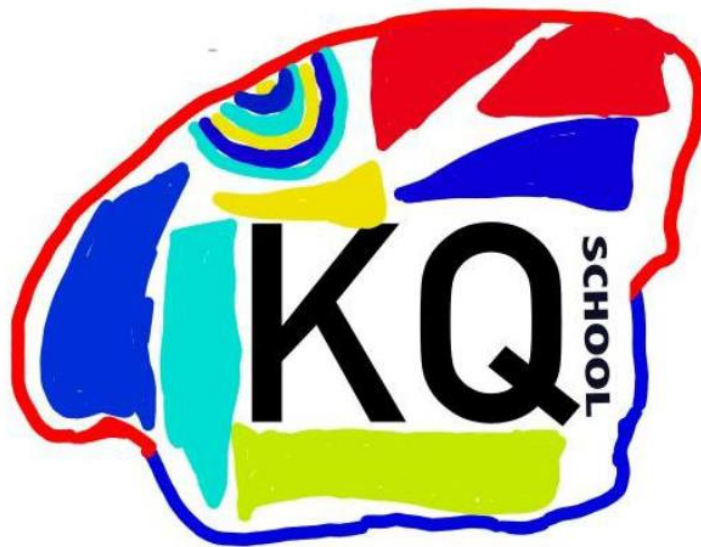




# First aid policy



<b>Approved by:</b>	Head of School	<b>Date:</b> March 2022
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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](#) and [Early years foundation stage: coronavirus: disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

### 3. Roles and responsibilities

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

The school has appointed Anita Allotey, Family Support Practitioner to oversee Medical Tracker. Along with first aiders and the rest of the senior management team, she is responsible for:

- Overseeing Medical Tracker
- Overseeing medical care plans/protocols

The school's appointed 1<sup>st</sup> aiders are listed in appendix 1. 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
- Logging an incident on Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident
- Phoning parent/carers to inform ASAP after the incident occurred
- Logging an incident on CPOMS when necessary
- 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 governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

#### 3.3 The Head of School

The Head of School 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)

### 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
- Recording the information on Medical Tracker for all incidents they attend to where a first aider is not called
- Logging an incident on CPOMS when necessary
- Informing the Head of School 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 Head of School or Deputy-Head will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- If emergency services are called, the class teacher or member of SMT will contact parents immediately
- The first aider or class teacher will record the injury on medical tracker, on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment

and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

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

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and discussed and agreed with either the Head of School or Deputy-Head.

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.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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
- Reception (at the desk)
- The school hall
- The school kitchens
- School vehicles
- Individual classrooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- All accidents that happen on the school premises or whilst out on an off-site visit will be recorded on Medical Tracker by the injured person, if possible, otherwise a 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 asked for on Medical Tracker
- A copy of the accident report form will also be added to the pupil's educational record by a member of the school administration team.
- The Headteacher Deputy Head and Family Support Practitioner are all automatically alerted to an accident being logged on Medical Tracker.
- Records held on medical tracker 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 Headteacher (Anita Bancercz) will take note 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 Headteacher (Anita Bancercz) 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 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

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 or first aider 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 Head of School 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 Head of School will also notify Kensington and Chelsea LADO (local area designated officer) of any serious accident or injury to, or the death of, a pupil while in the school's care.

The Headteacher will also notify the LADO (Elaine Campbell [Elaine.Campbell@rbkc.gov.uk](mailto:Elaine.Campbell@rbkc.gov.uk)) and Initial Consultation and Advice Team (ICAT: 020 8753 6600, [familyservices@lbnf.gov.uk](mailto:familyservices@lbnf.gov.uk)).

**RBKC Social Servicesline: 020 7361 3013**

**Out of hours service: 020 8748 8588) 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).

Staff are booked on to renew their first aid training when it is close to expiry.

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 Head of School every year.

At every review, the policy will be approved by the school's governing body.

## **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
- Children with health needs who cannot attend school



## Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Howaida Amin ( <i>Paediatric First Aid</i> )	HLTA	Kensington Queensmill, W10 5LN
Gemma Doherty ( <i>Paediatric First Aid</i> )	HLTA	Kensington Queensmill, W10 5LN
Jenny St Louis ( <i>First Aid @ Work</i> )	TA	Kensington Queensmill, W10 5LN
<b>Diane</b> ( <i>Paediatric First Aid</i> )	TA	Kensington Queensmill, W10 5LN
<b>Alex</b> ( <i>First Aid @ Work</i> )		Kensington Queensmill, W10 5LN
<b>Sandra</b> ( <i>First Aid @ Work</i> )	Teacher	Kensington Queensmill, W10 5LN
<b>Fatemah</b> ( <i>Paediatric First Aid</i> )	HLTA	Kensington Queensmill, W10 5LN
Anita Allotey ( <i>First Aid @ Work</i> )	Family Support Practitioner	Kensington Queensmill, W10 5LN
Charlotte Murphy ( <i>Paediatric First Aid</i> )	HLTA	Kensington Queensmill, W10 5LN
<b>Salina</b> ( <i>Paediatric First Aid</i> )	TA	Kensington Queensmill, W10 5LN
<b>Shani</b> ( <i>Paediatric First Aid</i> )	HLTA	Kensington Queensmill, W10 5LN
Carena Lewis ( <i>First Aid @ Work</i> )	Admin	Kensington Queensmill, W10 5LN
<b>Lorena</b> ( <i>Paediatric First Aid</i> )	Admin	Kensington Queensmill, W10 5LN
<b>Carolina</b> ( <i>Paediatric First Aid</i> )	Teacher	Kensington Queensmill, W10 5LN
<b>Hemi</b> Sweeney ( <i>First Aid @ Work</i> )	TA	Kensington Queensmill, W10 5LN

