

**ST AIDAN'S**  
Voluntary Controlled  
**PRIMARY SCHOOL**

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## **First aid policy**

### **Introduction**

This policy is designed to ensure the health and safety of all staff, pupils and visitors and to provide a framework for responding to an incident and recording and reporting the outcomes. It 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. It should be read together with associated school policies: *Health and safety*, and *Pupils with medical needs*.

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## **1 Roles and responsibilities**

- 1.1 The Local Authority (LA), Haringey, 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 Body.
- 1.2 The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and members of staff.
- 1.3 The Headteacher (HT) 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;
  - ensuring that adequate space is available to cater for the medical needs of pupils;
  - reporting specified incidents to the HSE when necessary (see section 6).
- 1.4 The Appointed Person (AP), Angela Ross, is responsible for:
  - ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents as necessary;
  - taking charge when someone is injured or becomes ill;
  - sending pupils home to recover if necessary;
  - ensuring that an ambulance or other professional medical help is summoned when necessary.
- 1.5 First Aiders are trained and qualified members of staff and are listed in Appendix 1. Their names are also displayed in the medical room and school office. They are responsible for:
  - acting as first responders, providing immediate and appropriate treatment to the injured or ill;
  - sending pupils home to recover if necessary;
  - recording the incident in the first aid book on the same day or as soon as is reasonably practicable (see appendix 2);
  - keeping their contact details up to date.
- 1.6 All members of staff are responsible for:
  - ensuring they follow first aid procedures;
  - ensuring they know who the First Aiders in school are;
  - informing the Headteacher or their manager of any specific health conditions or first aid needs.

## **2 First aid procedures**

- 2.1 On-site procedures  
In the event of an accident resulting in injury at school:
  - a. The closest member of staff will assess the seriousness of the injury and summon a First Aider if necessary to provide the required first aid treatment.



- b. The First Aider, if called, will decide if assistance is needed from a colleague or the emergency services and will remain on scene until help arrives.
- c. The First Aider will also decide whether the injured person should be moved or placed in a recovery position.
- d. If the AP 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 AP will recommend next steps to the parents.
- e. If emergency services are called, the office manager will contact parents immediately.
- f. The relevant member of staff will record the incident in the first aid book on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### 2.2 Off-site procedures

- a. Risk assessments will be completed by the group leader prior to any occasion pupils are taken off the school premises.
- b. There will always be at least one First Aider with a current paediatric first aid certificate on school trips and visits with classes in the Early Years, as required by the statutory framework for the Early Years Foundation Stage.
- c. 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, which are kept in the class first aid bag

## **3 First aid kits**

No medication is kept in first aid kits.

### 3.1 First aid kits are stored in:

- the medical room;
- the school office;
- the school hall;
- the school kitchen.

### 3.2 The school's first aid kits should contain the following:

- a leaflet with general first aid advice;
- regular and large bandages;
- triangular bandages;
- adhesive tape;
- plasters of assorted sizes;
- eye pad bandages;
- burns dressings;
- cold compresses;
- antiseptic wipes;
- safety pins;
- disposable gloves;
- scissors.

## **4 Record-keeping and reporting**

### 4.1 First aid book

- a. The first aid book will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury.
- b. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident template (appendix 2).
  - Records held in the first aid 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.
- c. If one is required, a copy of the reportable accident report form will also be added to the pupil's educational record by the relevant member of staff. This will be completed by the appointed person and Headteacher and forwarded to the relevant contacts in the local authority.

### 4.2 Reporting to the Health and Safety Executive (HSE)

The AP will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence (RIDDO) as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). She will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Information about how to make a RIDDO report can be found at: <http://www.hse.gov.uk/riddor/report.htm>

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 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 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.

### 4.3 Notifying parents

The First Aider will inform parents of any head injury or significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 4.4 Reporting to Ofsted and child protection agencies



The Headteacher will notify Ofsted about any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will be done as soon as is reasonably practicable, and no later than 14 days after the incident. The Designated Safeguarding Lead will also notify the Haringey Multi-agency Safeguarding Hub (MASH).

## **5 Training**

- 5.1 All school staff are able to undertake first aid training if they would like to and are encouraged to renew this training when it is no longer valid.
- 5.2 All First Aiders must have completed a training course and hold a valid certificate of competence. The school keeps a register of all trained First Aiders, what training they have received and when this is valid until (see appendix 1).
- 5.3 At least 1 member of staff with a current paediatric first aid certificate, which meets the requirements set out in the Early Years Foundation Stage statutory framework, will be on site at all times.

## **6 Monitoring and review**

This policy will be reviewed every 2 years by the Care and communication committee in collaboration with the AP.

Date of policy: FEBRUARY 2023

Policy ratified: ..... (Signature) ..... 20<sup>th</sup> March 2023 ..... (Date)

Review due: FEBRUARY 2025



## First-aiders and training log

<u>QUALIFIED FIRST AIDERS</u>	
NAME	EXPIRY DATE
KYRON PAINTER	09/23
SAM HADFIELD FIRST AID AT WORK	08/2025
ANGELA ROSS PAEDIATRIC	15/09/23
FIRST AID AT WORK	08/2025
LOUISA MILDWATER PAEDIATRIC	3/2024
KAY VARELA	5/2024
JOYCE ADJEKUM-ABEBRESE	09/23
ANITA CHANDLER	09/23
HELEN WASILEWSKA	09/23
JANE MUMTAZ	09/23
PHILIP LOIZOU	09/23
MELIKE DURAN	09/23
PAUL ATKINS	09/23
BELINDA HARRINGTON	6/2024
ELAINE GUTZMORE	6/2024
FABIAN FARLEY	09/23
CHARLOTTE BEDDOES	09/23
KATERZYNA PASTERNAK	09/23
SARA LINARES PAEDIATRIC	15/09/2023
SAMANTHA APPIAH	10/2024
MAIZE KING	10/2024
BETH DAWSON	11/24



## Entry in first aid book

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
<b>Action taken</b>			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
<b>Reporting to parents?</b>			
<p>Was a phone call or letter is sent to parents?.</p>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	