


# First Aid Policy

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|---------------------|----------------------|--------------------|
| <b>Date written</b> | <b>Authorised by</b> | <b>Review Date</b> |
| Autumn 2023         | Governors            | Autumn 2024        |



|                              |                       |                           |
|------------------------------|-----------------------|---------------------------|
| <b><i>R</i>esponsibility</b> | <b><i>R</i>espect</b> | <b><i>R</i>esilience</b>  |
| <b><i>K</i>indness</b>       | <b><i>H</i>onesty</b> | <b><i>C</i>ooperation</b> |



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# 1 Introduction

This document is linked to our six school values:



## Responsibility

Our children take responsibility for themselves, their learning and their actions so that they make the most out of every opportunity.



## Respect

Our children show respect for themselves by recognising that they are unique and valuable. They respect all members of our community, our country and our world.



## Resilience

Our children love learning and take a positive approach to challenges that help them develop their understanding. They build confidence to learn from their mistakes and move forward.



## Kindness

Our children show kindness through caring, sharing and thinking about others. They reflect on how their actions can help and support others in our community and in our world.



## Honesty

Our children are honest by being truthful when sharing their views and their feelings. They act truthfully when learning with others.



## Cooperation

Our children develop excellent cooperation skills. They enjoy learning together and value the views that others bring to a task.

And links to the following articles from the United Nations Convention on the rights of the child.



Article 18 Children have a right to be protected;

Article 23 Children have a right to special education and care;

Article 28 Children have a right to a good quality education;



## 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 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 has an appointed person across both campuses and a number of first aiders. 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders and their training record are held on our computer system and a training log is presented to the governing body termly. Their names will also be displayed prominently around the school.

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

The Royal Borough of Greenwich 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.

The governing body delegates operational matters and day-to-day tasks to the Heads of School and staff members.

### **3.3 The Headteacher/Heads of School**

The headteacher/heads of school are 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
- Administering basic first aid to minor cuts and bruises e.g. by cleaning and covering with a plaster
- Completing accident reports 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 that they may have

## **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 first aider and a senior member of staff 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 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 portable first aid kit
- Information about the specific medical needs of pupils
- Emergency medication e.g. asthma pumps, Epipens
- Parents' contact details

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

There will always be at least 1 first aider with a current pediatric 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:

- Regular and large bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The PE cupboard
- The main offices
- Reception
- Nursery
- The school kitchens



- School vehicles
- Business and Admin office (Thamesmead)
- Meeting room (Thamesmead)
- Classrooms (small packs for trips)
- The KS1 corridor
- The EYFS storage cupboard (Royal Arsenal)
- Breakfast Club
- Staff rooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form should be completed by the first aider on the day of the incident
- For pupils, a record will be kept in the accident log books and a parent letter completed and sent home
- Head injuries will be reported to parents as soon as is practicable **and on the same day**, via telephone call
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- Records held in the first aid and accident books 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 Business Admin Team 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 Business Admin Team 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
- 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

The first aider on duty will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. This will be communicated via a standard first aid letter.

**Head injuries will be reported to parents as soon as is practicable and on the same day, via telephone call.**

There will be some other situations where we may need to notify parents during the school day. This includes;

- The child has been sick and therefore needs to be collected from school.

**In other instances where a child is complaining of feeling unwell, please speak with a first aider on site before parents are notified by a phone call. It may be that the child is well enough to remain in school and the parent notified at the end of the day, either at pick up or by phone call. Phone calls home, when needed and as far as possible, should be made by the adult treating the child and after discussion with a year leader or SLT.**

### 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 the Greenwich Safeguarding Children Partnership via the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

Support staff and teaching staff may be asked to attend first aid training, in order to meet the needs of the school.

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 Inclusion Manager annually.

At every review, the policy will be approved by the Governors Learning Resources Committee.



## 9. Links with other policies

This first aid policy is linked to the:

- Health and Safety policy
- Risk assessments
- Medical Needs policy



# Appendix 1: letter to parents following an accident/injury

**Heronsgate Primary School**

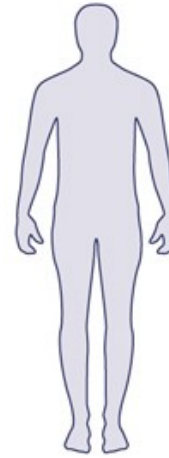
Date .....

Child's Name ..... Class .....

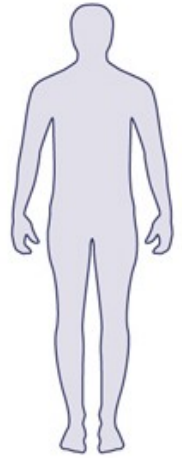
Dear Parent/Carer

I am writing to inform you that your child received treatment today for a

- Graze on .....
- Bump to .....
- Cut on .....



FRONT



BACK

At

- |  |   |
|--|---|
| <input type="checkbox"/> Morning Lessons   | <input type="checkbox"/> Morning Break      |
| <input type="checkbox"/> Lunchtime         | <input type="checkbox"/> Afternoon Break    |
| <input type="checkbox"/> Afternoon Lessons | <input type="checkbox"/> After School Clubs |

Treatment was given by ..... at .....am.....pm

Details of the incident

.....

Phone call home      Time : .....

In case of head injuries please be aware of the following:

- Increasing headache
- Double vision
- Vomiting
- Drowsiness or loss of consciousness

In the case of one or more of the above symptoms please contact your GP or the Accident and Emergency Department of your local hospital immediately.

Yours faithfully

Heronsgate Primary School