



## First Aid

Person responsible for the policy	Caroline Crompton - Headteacher
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Signed by Chair of Governor:	Signed by Head Teacher:

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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 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 3 day first aid person(s) are Colette Bruford, Vicky Devlin. They are responsible for:

- Taking charge when someone suffers a head injury 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

- As well as the first aid at work duties

First aid at work trained person(s) are listed in appendix 1. They are qualified to carry out the emergency first aid 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

Their names will also be displayed prominently around the school.

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

Newham Council 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 board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

#### **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 headteacher and staff members.

#### **3.4 The headteacher**

The headteacher 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)

#### **3.5 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/appointed person] 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 senior leader or designated by SLT Office staff member 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 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 teacher (s) prior to any educational visit that necessitates taking pupils off school premises.

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.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- 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

Each classroom in a designated cupboard

## **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

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 school business 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 school business manager/Headteacher will report these to the local Authority who contact 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 to the local authority 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 First Aider or 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. Wrist bands are given to every child with an injury and bumped head letters are given to every parent when a child receives a bump to the head. Any head injury the parent is informed.

## 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 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 Headteacher every 3 years.

At every review, the policy will be approved by the full governing board.

## 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

Asthma policy

## Appendix 1: list of trained first aiders

Name of First Aider		Role in school	Qualification
Colette	Bruford	HITA	3 day
Vicky	Devlin	Nursery Nurse	3 day
Angela	Powell	Teacher	3 day
Helen	Ho	Support staff	3 day
Amy	Ballard	Support staff	1 <sup>st</sup> aid @work
Frankie	Bromley	Support staff	1 <sup>st</sup> aid @work
Rebecca	Mosely	Support staff	1 <sup>st</sup> aid @work
Joanne	Neate	Support staff	1 <sup>st</sup> aid @work
Donna	Pace	Support staff	1 <sup>st</sup> aid @work
Casey	Reed	Support staff	1 <sup>st</sup> aid @work
Gabriele	Meskiniene	Support staff	1 <sup>st</sup> aid @work
Jonny	De Sousa	Support staff	1 <sup>st</sup> aid @work
Jolly	Harerimana	Support staff	1 <sup>st</sup> aid @work
Beata	Libront	Support staff	1 <sup>st</sup> aid @work
Veronique	Mena	Support staff	1 <sup>st</sup> aid @work
Rhea	Smith	Support staff	1 <sup>st</sup> aid @work
Karen	Thorp	Support staff	1 <sup>st</sup> aid @work
Albana	Bahcja	Support staff	1 <sup>st</sup> aid @work
Louise	Hillsden O'Shea	Support staff	1 <sup>st</sup> aid @work
Dawn	Kenworthy	Support staff	1 <sup>st</sup> aid @work
Dominic	Townsend	Support staff	1 <sup>st</sup> aid @work
Carol	Wright	Support staff	1 <sup>st</sup> aid @work
Jodie	Ankers	Support staff	1 <sup>st</sup> aid @work
Kirsty	Gunning	Support staff	1 <sup>st</sup> aid @work
Maria	Hampton	Support staff	1 <sup>st</sup> aid @work
Kelly	Kettle	Support staff	1 <sup>st</sup> aid @work

Jhaheda	Khan	Support staff	1 <sup>st</sup> aid @work
Farzana	Sultana	Support staff	1 <sup>st</sup> aid @work
Debbie	Truby	Support staff	1 <sup>st</sup> aid @work
Shereen	Watts	Support staff	1 <sup>st</sup> aid @work
Rachel	Aibamwen	Support staff	2 day
Samantha	Baxter	Mid day assistant	1 <sup>st</sup> aid @work
Louise	Marshall	Mid day assistant	1 <sup>st</sup> aid @work
Aysha	Begum	Mid day assistant	1 <sup>st</sup> aid @work
Michaela	Hatfull	Mid day assistant	1 <sup>st</sup> aid @work
Jenny	Robson	Mid day assistant	1 <sup>st</sup> aid @work
Joann	Wooster	Mid day assistant	1 <sup>st</sup> aid @work



## Appendix 2: accident report form

Date:		Time:
Location:		Year Group/Class:
Name of person injured:		
Pupil:	Visitor:	Employee:
Description of injury sustained: (Please specify left or right etc.)		
Cause of injury:		
Description of First Aid Treatment given:		
Parents called? (please circle)	<div>Yes</div> <div>No</div>	
What happened to the person after receiving First Aid Treatment:	Parents called and advised of injury: Pupil went home:  Collected by:  Time:	Pupil returned to class Wristband given: Ambulance was called (By whom):  Time:
Letter sent home:	Head Injury:	Accident:
Name of First Aider:		
Other:		
Signature(s):		

### Appendix 3: first aid training log

Name of First Aider		Qualification	Date of training	Date of expiry
Colette	Bruford	3 day	Jan 2019	Jan 2023
Vicky	Devlin	3 day	Jan 2019	Jan 2023
Angela	Powell	3 day	Jan 2019	Jan 2023
Helen	Ho	3 day	Jan 2019	Jan 2023
Amy	Ballard	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Frankie	Bromley	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Rebecca	Mosely	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Joanne	Neate	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Donna	Pace	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
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Rhea	Smith	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Karen	Thorp	1 <sup>st</sup> aid @work	Jan 2019	Jan 2023
Albana	Bahcja	1 <sup>st</sup> aid @work	Nov 2020	Nov 2023
Louise	Hillsden O'Shea	1 <sup>st</sup> aid @work	Nov 2020	Nov 2023
Dawn	Kenworthy	1 <sup>st</sup> aid @work	Nov 2020	Nov 2023
Dominic	Townsend	1 <sup>st</sup> aid @work	Nov 2020	Nov 2023
Carol	Wright	1 <sup>st</sup> aid @work	Nov 2020	Nov 2023
Jodie	Ankers	1 <sup>st</sup> aid @work	May 2021	May 2024
Kirsty	Gunning	1 <sup>st</sup> aid @work	May 2021	May 2024
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Michaela	Hatfull	1 <sup>st</sup> aid @work	Jan 2020	Jan 2023
Jenny	Robson	1 <sup>st</sup> aid @work	Jan 2020	Jan 2023
Joann	Wooster	1 <sup>st</sup> aid @work	Jan 2020	Jan 2023

#### Appendix 4: bumped head letter

Calverton Primary School  
King George Avenue  
London E16 3ET  
Tel no: 0207 476 3076



#### FIRST AID BUMPED HEAD



Date: \_\_\_\_\_

Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ has had a bumped head at school today.

An ice compress was applied at (time).....for ..... minutes.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*We would recommend that you watch your child closely over the next 24 hours.*

*Please monitor your child for*

- *drowsiness*
- *headache*
- *vomiting*
- *unequal pupil size*
- *blood or blood stained watery fluid coming from the ear or nose*
- *un-responsiveness.*
- *if they suffer a seizure or fit*

*If they suffer any of these effects please seek medical advice either by phoning 111 for further advice or 999 in an emergency.*

