

## First aid policy

### Edward Pauling Primary School

## Contents

1. Aims.....	1
2. Legislation and guidance .....	1
3. Roles and responsibilities.....	2
4. First aid procedures.....	3
5. First aid equipment .....	4
6. Record-keeping and reporting.....	4
7. Training.....	7
8. Monitoring arrangements.....	7
9. Links with other policies .....	7
Appendix 1: list of trained first aiders .....	9
Appendix 2: accident report form .....	11
Appendix 3: first aid training log.....	12
Appendix 4: informing parents and carers.....	12

## 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 person is the Welfare Assistant. 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 (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 local authority and governing board**

London Borough of Hounslow 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.

#### **3.3 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)

### **3.4 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 School Administrator or Receptionist 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 × 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 trip leader prior to any educational visit that necessitates taking pupils off school premises and these will be signed off by the headteacher.

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:

- 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 Nursery provision
- The Reception medical cupboard
- The Site Manager's office
- The school kitchen

## 6. Record-keeping and reporting

## 6.1 First aid and accident record and procedures

- A medical form will be completed by the first aider offering treatment 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 medical form will be retained electronically as part of the pupil's educational record by the first aider
- Records 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
- In the case of a serious injury requiring a parent being advised to take their child to seek medical advice (including emergency treatment), a report will also be made by the headteacher or Safeguarding and Attendance Manager to the local authority using the online reporting form.
- Where a pupil has a medical condition, parents and carers should contact school to arrange for a care plan to be put in place with details of all necessary medicines and care, including intimate care where needed, to support pupils' attendance at school.
- Care plans may also be put in place following medical procedures or accidents, for example involving fractures.
- The school will routinely administer prescription medicines to pupils. Parents must bring the medicine to the reception desk to complete a form to inform school of the correct dosage and timings for school staff to follow. Medicine will only be returned to someone over the age of 16 years of age.
- Where a pupil is in pain, the school will contact parents and carers to see if Calpol or Nurofen can be administered. A record of the administration will be made and shared with the parent.
- Other non-prescription medicines will not be administered by school so parents and carers must not send these to school.

## ➤ 6.2 Reporting to the HSE

The headteacher 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 headteacher 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 headteacher 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:

### 6.3 Notifying parents

The 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. Parents will also be informed immediately if emergency services are called.

Please see Appendix 4 for details of when a parent will be telephoned rather than informed via a medical form.

### 6.4 Reporting to Ofsted and child protection agencies

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 Safeguarding and Attendance Manager will also notify London Borough of Hounslow Children's 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 one 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 Community and Premises Committee of the 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
- Safeguarding and child protection policy

**Approved by:**

Governing Board

**Date:** November 2023

**Last reviewed on:** November 2024

**Next review due by:** November 2025

## Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs D. Doyle	Welfare Assistant/Breakfast Club/SMSA	See Staffing List and school contact details.
Ms J. Clark	Teaching Assistant/SMSA	
Mrs J. Clark	SMSA	
Ms K. Johnson	Teaching Assistant	
Ms S. Newman	Ted's Club Play Leader	
Mrs C. Osmond	Teaching Assistant/SMSA	
Ms S. Zaffer	Teaching Assistant/SMSA	
Ms K. Ribakova	Teaching Assistant/SMSA/ Breakfast Club/ Ted's Club	
Mrs T. Cocks	Teaching Assistant/SMSA	
Miss G. Parkes	Teaching Assistant/SMSA	
Ms J. Tutt	Teaching Assistant/SMSA	
Ms A. Lamb	Teaching Assistant	
Ms A. Hassan	Teaching Assistant	
Ms S. Matan	Teaching Assistant/SMSA	
Mrs M. Dutka	Teaching Assistant/ SMSA	
Miss S. Beckles	Teaching Assistant	
Miss A. Vail	Teaching Assistant	
Mr C. Miller	P.E. Teacher	
Mr S. Chambers	P.E. Teacher	
Miss M. Prynne	Class Teacher	
Miss R. Long	Class Teacher	
Miss G. Kai	Class Teacher	
Miss L. Collier	Class Teacher	
Miss H. Blee	Class Teacher	
Mrs C. Baker	Class Teacher	

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs K. Evans	Class Teacher	
Mrs L. Treadaway	Class Teacher	
Mr D. Batchelor	Class Teacher	
Mr W. Bell	Class Teacher	
Mr T. Cooper	Class Teacher	
Ms K. El-Hawary	Class Teacher	
Miss E. Kallenbach	Class Teacher	
Mrs R. Rouf	Class Teacher	
Mrs F. Sulma	Headteacher	
Mrs S. Franklin	Deputy Headteacher	
Miss A. Donnelly	Assistant Headteacher	
Mr J. Duffy	Assistant Headteacher	
Ms A. Sinickaite	School Business Manager	
Ms A. Gray	School Administrator	
Mrs M. Sutton	Attendance and Welfare Assistant	
Mr T. Davies	Site Manager	

## Appendix 2: accident report form

### Medical Incident Form

Name:	Date & time:	Location of accident:	Class:
-------	--------------	-----------------------	--------

Incident	Tick	Where?	Incident	Tick	What happened?
Graze			Vomiting		
Bump			Asthma attack		
Cut			Nosebleed		
Bruise			Temperature		
Insect Sting/Bite			Headache/ Migraine		
Other			Diarrhoea		
			Fainting		
			Head Injury		

			Allergy		

Treatment	Tick	Treatment	Tick
Cold/Wet compress applied:		Medication given:	
Antiseptic wipe applied:			
Plaster applied:			
Details of medical care/treatment: Cold compress applied			

Follow Up	Tick
Child well enough to remain in school after treatment	
Parent/Carer contacted	
Child was collected from school	
The school recommends that your child should consult a doctor	

Incident reported by:

Date:

Incident dealt by

Date

Welfare Manager:

Date:

### Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED/ COMPLETED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Paediatric First Aid 2 day course	Mrs D. Doyle	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Ms J. Clark	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Ms L. Clark	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Mrs J. Clark	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Ms K. Johnson	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Ms S. Newman	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Ms C. Talbot	07.07.2021	07.07.2024
Paediatric First Aid 2 day course	Mrs Z. Abdul	07.07.2021	07.07.2024
Educare First Aid Essentials	Miss L. Collier	12.09.2022	
Educare First Aid Essentials	Mr S. Chambers	15.09.2022	
Educare First Aid Essentials	Ms A. Lamb	16.09.2022	
Educare First Aid Essentials	Mr C. Miller	16.09.2022	

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED/ COMPLETED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Educare First Aid Essentials	Miss G. Kai	16.09.2022	
Educare First Aid Essentials	Ms J. Tutt	17.09.2022	
Educare First Aid Essentials	Miss R. Long	22.09.2022	
Educare First Aid Essentials	Miss G. Parkes	24.09.2022	
Educare First Aid Essentials	Ms K. Ribakova	24.09.2022	
Educare First Aid Essentials	Miss M. Pryn	25.09.2022	
Educare First Aid Essentials	Mrs D. Doyle	25.09.2022	
Educare First Aid Essentials	Ms C. Talbot	27.09.2022	
Educare First Aid Essentials	Mrs T. Cocks	01.10.2022	
Educare First Aid Essentials	Ms A. Hassan	02.10.2022	
Educare First Aid Essentials	Ms S. Newman	06.10.2022	
Educare First Aid Essentials	Ms J. Clark	08.10.2022	
Educare First Aid Essentials	Mrs J. Clark	08.10.2022	
Educare First Aid Essentials	Ms L. Clark	09.10.2022	
Educare First Aid Essentials	Miss H. Blee	28.10.2022	
Educare First Aid Essentials	Ms S. Matan	29.10.2022	
Educare First Aid Essentials	Mrs C. Baker	30.10.2022	
Educare First Aid Essentials	Mrs F. Sulma	31.10.2022	
Educare First Aid Essentials	Mr W. Bell	31.10.2022	
Educare First Aid Essentials	Miss M. Al-Mosawi	31.10.2022	
Educare First Aid Essentials	Mr D. Batchelor	31.10.2022	
Educare First Aid Essentials	Ms S. Beckles	01.11.2022	
Educare First Aid Essentials	Mr T. Cooper	02.11.2022	
Educare First Aid Essentials	Miss A. Donnelly	08.11.2022	
Educare First Aid Essentials	Mrs L. Treadaway	11.11.2022	
Educare First Aid Essentials	Ms A. Gray	28.11.2022	

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED/ COMPLETED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Educare First Aid Essentials	Mr T. Davies	24.01.2023	
Educare First Aid Essentials	Mrs M. Sutton	02.05.2023	
Educare First Aid Essentials	Ms K. El-Hawary	25.05.2023	
Educare First Aid Essentials	Mrs S. Franklin	05.06.2023	
Educare First Aid Essentials	Miss A. Vail	13.09.2023	
Educare First Aid Essentials	Mr J. Duffy	15.09.2023	
Educare First Aid Essentials	Mrs M. Dutka	25.09.2023	
Educare First Aid Essentials	Mrs R. Rouf	30.09.2023	
Educare First Aid Essentials	Miss E. Kallenbach	01.10.2023	
Educare First Aid Essentials	Ms A. Sinickaite	03.10.2023	
Educare First Aid Essentials	Mr D. Jones	10.10.2023	
Educare First Aid Essentials	Mrs K. Evans	17.10.2023	

#### **Appendix 4 – how the school will inform parents and carers of medical incidents and treatment**

##### Minor injuries

Where a pupil suffers a minor injury, for example a graze, minor cut, slight nosebleed, bruise or bump, parents and carers will receive a medical form giving details of the date and time of any accident and the treatment that has been given (see Appendix 2). Parents and carers are asked to ensure that they check their child's school bag daily as it is not always possible for class-based staff to speak with parents and carers at the end of the school day.

##### Bumped heads

In the case of a pupil suffering a minor bump to the head with no swelling and the pupil advises that there is no pain, parents and carers will receive a medical form as above, however, in addition, a bumped head sticker will also be placed on the child's clothing as a clear indication. Pupils will be monitored throughout the day.

##### Pain Relief

Where a pupil complains of being in pain, any potential injury/illness will always be assessed. The first aider or another member of staff will telephone the parents/carers to

advise them of the pupil's symptoms and, where appropriate, will offer to administer pain relief. Should the pupil be in pain even where pain relief has been administered to the point that they are too unwell to remain in school, parents and carers will be contacted with a view to collecting their child.

#### Serious injuries/ loss of consciousness

School staff will contact parents and carers by telephone immediately in all cases where (but not limited to):

- immediate swelling occurs
- deep cuts
- loss of consciousness
- suspected fractures or sprain
- broken or chipped teeth
- severe allergic reaction or asthma attack
- seizures or shock

Please note that the school will call 111 or 999 where needed and follow the advice given. This may occur before school makes contact with parents and carers dependent on the severity of the injury/medical condition. Where necessary, a member of staff will accompany a pupil to hospital and arrange to meet the parent/carer there.