

First Aid Policy



Governing Body

Lead Person	Pauline Thomas – Deputy Headteacher & SENDCO
Link Governor/Chair of Committee	Chris Tongeman – Chair of Governors
Committee	Pupils, Families and Community Committee
Date Reviewed (incl. signature of Link Governor/Chair)	June 2022
Date Ratified (incl. signature of Chair of Governors)	June 2022
Next review date	June 2024

A handwritten signature in black ink, appearing to read 'Chris Tongeman'.

Chris Tongeman

A handwritten signature in brown ink, appearing to read 'D. Winn'.

David Winn



First Aid Policy

Holy Trinity Church of England Primary School Mission Statement:

Every one of our children is unique and special. We are committed to providing an exceptional learning experience for each child in our Holy Trinity family.

We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.

At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.

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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](#), 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 appointed 16 trained paediatric 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's paediatric first aiders are listed in appendix 1.

3.2 The Governing Board

Lambeth local authority has ultimate responsibility for health and safety matters in the school, but delegate 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.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 the 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 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 Headteacher or if not available the Deputy Headteacher/School Administrative team 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 including, at minimum:
 - A leaflet giving general advice on first aid
 - Individually wrapped sterile adhesive dressings
 - 1 large sterile un-medicated dressing
 - Triangular bandages – individually wrapped and preferably sterile
 - Safety pins
 - Individually wrapped moist cleansing wipes
 - Disposable gloves
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff 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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

During coronavirus: 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 giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium sized individually wrapped sterile un-medicated wound dressings
- Large sterile individually wrapped un-medicated wound dressings
- Disposable gloves
- Regular and large bandages

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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 accident report form will also be added to the pupil's educational record by the School Administrative Team.
- 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.

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 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 teaching assistant 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 receive a first aid note for treated minor accidents.

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 Headteacher will also notify local authority child protection agencies (MASH Team) 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).

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher in conjunction with the Health and Safety Governing committee every two 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

Appendix 1: list of paediatric trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Sharon Williams	Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk
Joyce Attara-Amoateng	Class Teacher	admin@holytrinity.lambeth.sch.uk
Denise Richards	School Business Manager	admin@holytrinity.lambeth.sch.uk
James Payne	Class Teacher	admin@holytrinity.lambeth.sch.uk
Tricia Moore-Hall	Class Teacher	admin@holytrinity.lambeth.sch.uk
Jaissen Dove	Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk
Rita Williams	Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk
Carolyn Blackwood	Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk
Joyce Laing	Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk
Dan Brooks	Class Teacher	admin@holytrinity.lambeth.sch.uk
Camilla Jeffery	Class Teacher	admin@holytrinity.lambeth.sch.uk
Angeleta Anderson	Early Years Educator	admin@holytrinity.lambeth.sch.uk
Linda Williams	Family and Welfare Officer	admin@holytrinity.lambeth.sch.uk
Sharron Richmond	Pastoral and Wellbeing Officer	admin@holytrinity.lambeth.sch.uk
Nicola Walcott	School Administrator	admin@holytrinity.lambeth.sch.uk
Samuel Olusile	School Administrator	admin@holytrinity.lambeth.sch.uk
Lee Stanbury	SEND Teaching and Learning Assistant	admin@holytrinity.lambeth.sch.uk

Accident/Incident Report
(If you need help in completing this report see guidance notes on front cover of pad)

Sections to be completed Sections A, C, D and G are to be completed in all cases.
 Section B to be filled in on all reports except damage only or dangerous occurrences.
 Section E and F to be completed as appropriate

For office use only

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

A1 Directorate A2 Section/Establishment/Site

A3 This report concerns (Please tick box) (a) Incidents resulting in injury ☐ (a) Accident resulting in damage to plant or property ☐
 (c) Health conditions ☐ (d) Accidents/Incidents with potential to injure or cause damage ☐ (e) Assault/Potential Assault ☐
 (f) Dangerous Occurrences (RIDD0 definition only) ☐ (g) Accident causing both injury and damage to plant/property ☐

Part 1 Section B Details of injured Person

B1 Surname: B2 Forename: B3 Date of birth: / /
 B4 Telephone Number B5 Ethnic Group W/BAC/ B Asian/I/O/U* (See note) B6 Sex M / F *
 B7 Home Address Injured Person
 B8 Nature of injury or part of body affected
 B9 Attended hospital/Doctor visited/First Aid/Sent home/No action taken*
 B10 Treatment received/advised
 B11 Name of hospital attended
 B12 Was the injured person kept in hospital for over 24 hours? (See guidance note G6) Yes/No
 B13 Health condition - Names of Supervisors worked under prior to and after onset (give month/years where possible):

Section C Detail of Incident/Circumstances

C1 Address of incident
 C2 Exact Location (See Note)
 C3 Normal use/activity at premises/location (See Note)
 C4 Date of incident / /19 C5 Time am/pm
 C6 Activity being carried out at time of incident (see note)
 C7 If reporting Health condition - when did problem(s) start (give date or month/year) (see note)
 C8 Describe events leading up to the incident and what happened (If health condition describe the condition)
 Events before: (If health condition - describe the condition and what is thought to have caused it)
 (If damage plant or property - give details)
 and what happened:

C9 Was the incident due to any defect in the premises, plant or work method (to include comments regarding wearing of protective clothing if applicable)? Yes/No If Yes - give details
 C10 If falls from height give distance of fall: m/ft*
 C11 Name, address, Telephone No of any witness(es): 1 2

Assaults

C12 Name of assailant (if known) (See note)
 C13 Approximate Age and gender of Assailant Age M/F*
 C14 Address of assailant (if known)
 C15 Assault-reported to police Yes/No If Yes - give crime No.

Person making report (please print name)
 Person completing Part 1 or where possible get signature of injured person Signature Date

*Delete as appropriate

Doc Ref: RIDD0 1 (95)

Part 2

Must be completed by Supervisor/Head/Manager/or person in charge of premises/area.
Person completing should check that Part 1 has been completed accurately and in full.

Section D Management Detail

D1 Name and telephone number of person to contact: Name: _____ Tel: _____
D2 Contract or Client (if any) to which this incident relates: _____

Section E L.B.L. Employee

E1 Name of line manager: _____ E2 Employee/Payroll Number: _____
E3 Occupation or job Title: _____ E4 On the day of incident did injured Person work the remainder of the day Yes/No* _____
E5 Did the Injured Person report for work the day following the incident Yes/No* _____
E6 If yes to E5 has any subsequent time been lost from work as a result of the accident: Yes/No* _____
E7 If yes give date they went off _____ E8 Number of days off work _____ E9 Indicate - still off or date of return _____

Section F Non Employee of L.B.L. Please tick Box Contractor ☐ Member of the Public ☐ Visitor ☐ Work Experience ☐
Client ☐ Member/Governor ☐ Tenant ☐ Parent ☐ Pupil/Student ☐ Other - Please state: _____

Section G Record of Management Action [All parts of this section to be completed]

G1 First reported _____ / _____ /19 G2 Time _____ am/pm G3 To whom: _____
G4 Is the injury one that is identified as "Major Injury" or is the incident a "Dangerous Occurrence"? (RIDDO Regs) Yes/No* _____
(See guidance note G6)
G5 If Yes to G4 has the HSE been informed by telephone? Yes/No* - Name of person receiving message _____
G6 If No to G4 is the accident/incident notifiable? Yes/No* _____
G7 If notifiable have the following been informed?
(Give name of person notified)
(a) Health and Safety Officer Yes/No* _____ (b) Manager/Management Yes/No* _____
(c) HSE informed on F2508 Yes/No* _____
(d) Safety Rep/Trade Union Yes/No* _____
G8 Where under age - has Parent/Guardian been informed? Yes/No* _____ If yes, at what time _____ am/pm
G9 Employee Injury incidents only - has the accident been entered in Accident Book? Yes/No* _____ Serial No _____
G10 Was the Accident/Incident investigated? Yes/No* _____
G11 What supervision was in force at time of Incident? _____
G12 Were statement(s) made? Yes/No* _____ If Yes give names _____
G13 Was the person authorised to be in that place at the time? Yes/No* _____
G14 Are you satisfied that an incident occurred as described in section C8 in Part 1? Yes/No* _____ (If Yes - give details)
G15 Did incident arise as the result of defect in premises, plant, machinery etc? Yes/No* _____ (If No - explain in G18 below)
Give detail of defect(s) _____
G16 What action can be taken to prevent recurrence? _____
G17 Has the appropriate action to implement G16 been taken? Yes/No* _____
G18 Any other relevant details: (continue on separate page if necessary) _____

Details of person completing Part 2 of report

Name in Capitals _____ Telephone & Ext No _____
Signed: _____ Position: _____ Date: _____ / _____ / _____

*Delete as appropriate

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid at Work - Paediatrics	Sharon Williams	February 2020	February 2023
First Aid at Work - Paediatrics	Joyce Attara-Amoateng	February 2020	February 2023
First Aid at Work - Paediatrics	Denise Richards	February 2020	February 2023
First Aid at Work - Paediatrics	James Payne	February 2020	February 2023
First Aid at Work - Paediatrics	Tricia Moore-Hall	February 2020	February 2023
First Aid at Work - Paediatrics	Jaissen Dove	February 2020	February 2023
First Aid at Work - Paediatrics	Rita Williams	February 2020	February 2023
First Aid at Work - Paediatrics	Carolyn Blackwood	February 2020	February 2023
First Aid at Work - Paediatrics	Joyce Laing	February 2020	February 2023
First Aid at Work - Paediatrics	Dan Brooks	February 2020	February 2023
First Aid at Work - Paediatrics	Camilla Jeffery	May 2022	May 2025
First Aid at Work - Paediatrics	Angeleta Anderson	May 2022	May 2025
First Aid at Work - Paediatrics	Linda Williams	May 2022	May 2025
First Aid at Work - Paediatrics	Sharron Richmond	May 2022	May 2025
First Aid at Work - Paediatrics	Nicola Walcott	May 2022	May 2025
First Aid at Work - Paediatrics	Samuel Olusile	May 2022	May 2025
First Aid at Work - Paediatrics	Lee Stanbury	May 2022	May 2025

Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education, September 2021'.

Policy Adopted by Governors in: April 2022

Signature (Chair of governors):



Policy Due for Review: June 2024