

Grimsdyke School



First Aid Policy

Approved by: Full Governing Body

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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](#) and [health and safety 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 The School

- The school will ensure that there are adequate and appropriate equipment and facilities to provide first aid for both pupils and staff.
- It is expected that all staff will encourage children to maintain a high standard of hygiene. This should be modelled by all staff through the use of basic hygiene procedures e.g. single use disposable gloves, hand washing and careful disposing of dressing etc.
- The school will undertake suitable and sufficient assessments of the risks to the Health and Safety of all members of the school community.
- The school will ensure that there are sufficient trained First Aiders in the school.
- Non-trained staff are not expected to administer First Aid unless in an emergency or as part of the first stop first aid protocol i.e. in loco parentis.
- The list of first aiders will be displayed within the school.
- The school will ensure that medications are kept safe. Only in exceptional circumstances will pupils be allowed to retain medicines in their possession.
- The medical room displays information regarding infections and communicable diseases.
- The school will comply with the procedures relating to communicable diseases.

3.2 Appointed person(s) and first aiders

The school's appointed Welfare Officer is Zarna Patel. 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)

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Non trained staff are not expected administer First Aid except in the following circumstances:

- in an emergency, for example administering an epi-pen (note - all staff receive training for this eventuality from the school nurse)
- when dealing with minor bumps, grazes and bruises in the playground. In these situations the "First Stop, First Aid" procedures will be instigated.

Where an incident is deemed more significant than the 'First Stop, First Aid' as outlined in the guidance or in emergency situations, decisions are made by a qualified First Aider.

3.3 The Local Authority and Governing Body

- Harrow 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 Body.
- The Governing Body delegates operational matters and day-to-day tasks to the headteacher and staff members.

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3.4 The Head teacher

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 school are
- Completing accident reports (see appendix 2) for all incidents they attend to and ensuring all first aid treatment is recorded
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Encouraging children to maintain a high standard of hygiene
- Updating records of contact details when informed of any change by a parent/ carer

3.6 Parents and Carers

- Parents will ensure the school has up to date contact information and has on record the GP surgery that their child is registered with as this information would need to be given to paramedics/ hospitals in an emergency
- Parents will fully inform the school of any medical needs that may require attention during the school day or relevant learning experiences
- Parents will inform the school of any changes in medical conditions including providing any relevant documentation from GPs or Consultants.
- Ensure that any prescription medicine is both appropriate and in date, this includes the provision of medicine that needs to be refreshed e.g. Epi Pens.

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
- A member of SLT is informed of the incident
- 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 Welfare Officer will contact parents immediately
- The Welfare Officer will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- The Premises Manager will be informed where appropriate and asked to complete a full investigation into the location to determine what caused the incident. Following on from this, appropriate measures will be put in place to avoid this happening again.

4.2 Off-site procedures

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
- Contact details for duty staff at school

Risk assessments and relevant documentations / steps will be completed by the Education Trips Officer prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

For Reception there will always be at least one member of staff with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

5.1 First Stop First Aid Bags – Class and Break Times

First Stop First Aid is a 'triage and treat when appropriate' procedure for use in the classroom, playground or on school trips. Where a case is assessed as serious or an emergency, then qualified first aid staff, Welfare Room support and when necessary emergency service input (or ambulance) should be sought.

Cases deemed immediately serious and needing the support of qualified first aider or Welfare Room staff:

- Where the student is unconscious, having difficulty breathing or has sustained an injury which means they should not be moved e.g. broken bone
- Any bump to the head
- Any cut or nose bleed leading to profuse bleeding
- Vomiting
- Any medical issue in a child with a known pre-existing medical condition e.g. allergy, asthma etc.

Where the first stop response does not resolve the problem, then student should be referred to the Welfare Room.

Staff will have a first stop first aid bag with necessary equipment in and a small notebook to record any support given to a student.

First stop first aid bags contain the following:

- First stop first aid guidance sheet (see Appendix 4)
- gloves

- antiseptic wipes
- tissues
- a sick bag
- a selection of small plasters
- a safe disposal bag for any soiled material
- record book and pencil/pen
- security door access card

5.2 First Aid bags for Educational Visits

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

- A leaflet with general first aid advice
- 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. Each classroom will also have a “first stop” first aid bag to allow minor injuries to be attended to in the classroom (see Appendix 4) The Welfare Assistant checks and replenishes first aid kits termly or when notified of a need by a staff member.

6. Medication

Medicines will only be accepted for administering during the school day as an exceptional matter with the specific prior agreement of the Headteacher. In such cases detailed written instructions for the administration of medicines must be received from the parent.

In the main these must be prescription medicines, that are labeled for the specific students and must be in date. E.g. If an epi-pen (which is stored on site) is found to be out of date then the parent will be contacted and asked to replace. Out of date Epi Pens will not be administered to students. The school will have a limited number of these available but must have parental consent to administer one if the situation arises.

The school will ensure that medications are kept safe. Only in exceptional circumstances will pupils be allowed to retain medicines in their possession.

Expired medication is returned to the family for them to arrange safe disposal.

(See also Medical Needs Policy)

7. Record-keeping and reporting

7.1 First aid and accident record book

- An accident form will be completed by the Welfare Officer 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 Welfare Officer
- 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

7.2 Reporting to the HSE

The Welfare Officer 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 Welfare Officer 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 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
- Injuries where a staff member or student 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>

7.3 Notifying parents

If a child is hurt which results in a mark or bump to the head or face, or if a child is hurt following an incident with another pupil, parents will be advised as soon as possible by the Welfare Officer.

Not all incidents are reported directly from the Medical Room to the parents. Some of this information will be relayed by the class teacher at the end of the day.

7.4 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 the Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff are able to undertake first aid training if they would like to. They should inform the school business manager to arrange this.

All first aiders must have completed a training course delivered by an Ofsted approved provider, 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 (usually after three years).

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.

9. Monitoring arrangements

This policy will be reviewed every 2 years.

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

10. Links with other policies / procedures

This first aid policy is linked to the

- Child Protection and Safeguarding Policy
- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Guidelines for managing pupils with allergies
- Booking and planning of Educational Trips
- First Stop First Aid Procedures
- Medical Needs Policy

Appendix 1: List of trained first aiders (Including dates of most recent training)

Staff member's name	Role	Qualification/Date	Expiry Date
Zarna Patel	Welfare Officer	First Aid at Work Paediatric First Aid	20.01.17 24.02.17 20.01.2020 20.01.2020
Federica Addari	Teaching Assistant	Paediatric First Aid	26.01.18 26.01.2021
Natalie Barth	Teaching Assistant	Paediatric First Aid	17.01.18 17.01.2021
Chloe Clifford	ASC Manager/ Lead Teaching Assistant	First Aid at Work	26.09.17 26.09.2020
Geraldine Curry	Assistant Headteacher	Paediatric First Aid	07.10.17 07.10.2020
Jon Doulton	Teaching Assistant	First Aid at Work	09.10.19 09.10.2022
Daniel Godfrey	Sports Leader	Paediatric First Aid	26.01.18 26.01.2021
Joanne Holgate	Lead Teaching Assistant	Paediatric First Aid	07.02.17 07.02.2020
Diba Jadran	Teaching Assistant	First Aid At Work	26.09.19 26.09.2022
Giovana Kumaraswamy	ASC Playworker/Medical Room cover	Paediatric First Aid	11.01.19 11.01.2022
Herta Murphy	Teaching Assistant	Paediatric First Aid	03.10.17 03.10.2020
Bernadette O'Reilly	Lead Teaching Assistant	First Aid at Work	09.10.19 09.10.2022
Pratiksha Patel	Teaching Assistant	First Aid at Work	15.09.17 15.09.2020
Sejal Patel	Teaching Assistant	First Aid at Work	15.09.17 15.09.2020
Swati Patel	Teaching Assistant	Paediatric First Aid	07.02.17 07.20.2020
Debra Rhodes	Teaching Assistant	First Aid at Work	26.09.17 26.09.2020
Jodie Ryan	Teaching Assistant	Paediatric First Aid	03.10.17 03.10.2020
Kirpa Shah	Teaching Assistant	Paediatric Frist Aid	01.07.19 01.09.2022
Kajal Shetty	Teaching Assistant	Paediatric First Aid	04.02.19 04.02.2022
Sharmilee Sivakanthan	Teaching Assistant	Paediatric First Aid	26.01.18 26.01.2021
Heidi Wells	Teaching Assistant	First Aid at Work	10.07.18 10.07.2021
Salma Zafar	Teaching Assistant	Paediatric First Aid	11.01.19 11.01.2022
Henna Vaswani	Teaching Assistant	Paediatric booked for	01.07.19 01.07.2022

Appendix 2: Accident report form (Sample)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<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>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

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 updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

Appendix 4: First Stop First Aid guidelines

First Stop First Aid.

- Please read in conjunction with the school first aid policy
- This advice does not take the place of first aid training or professional judgement but has been created to clarify key points for staff

First Stop First Aid is a 'triage and treat when appropriate' procedure for use in the classroom, playground or on school trips. Where a case is assessed as serious or an emergency, then qualified first aid staff, Welfare Room support and when necessary emergency service input (or ambulance) should be sought.

Cases deemed immediately serious and needing the support of qualified first aider or Welfare Room staff:

- Where the student is unconscious, having difficulty breathing or has sustained an injury which means they should not be moved e.g. broken bone
- Any bump to the head
- Any cut or nose bleed leading to profuse bleeding
- Vomiting
- Any medical issue in a child with a known pre-existing medical condition e.g. allergy, asthma etc.

In other cases, the following support should generally be given in the first instance:

Presentation of student	First Stop First Aid Response
Minor bumps, scrapes and bruises	<ul style="list-style-type: none"> • Reassure student • Ensure injury is clean • Cover as required using hypoallergenic dressing • Monitor and review
Headaches and abdominal discomfort	<ul style="list-style-type: none"> • Reassure student • Encourage student to drink some water or visit the toilet if needed • Monitor and review
Feeling dizzy or faint	<ul style="list-style-type: none"> • Reassure student • Ensure they are sitting in an appropriate location • Encourage to put their head forwards • Monitor and review
Minor nose bleed	<ul style="list-style-type: none"> • Reassure student • Provide a tissue and ask student use to pinch their nose for 2 minutes • Monitor and review – if bleeding persists send to medical room

Where the first stop response does not resolve the problem, then student should be referred to the Welfare Room.

Staff will have a first stop first aid bag with necessary equipment in and a small notebook to record any support given to a student.