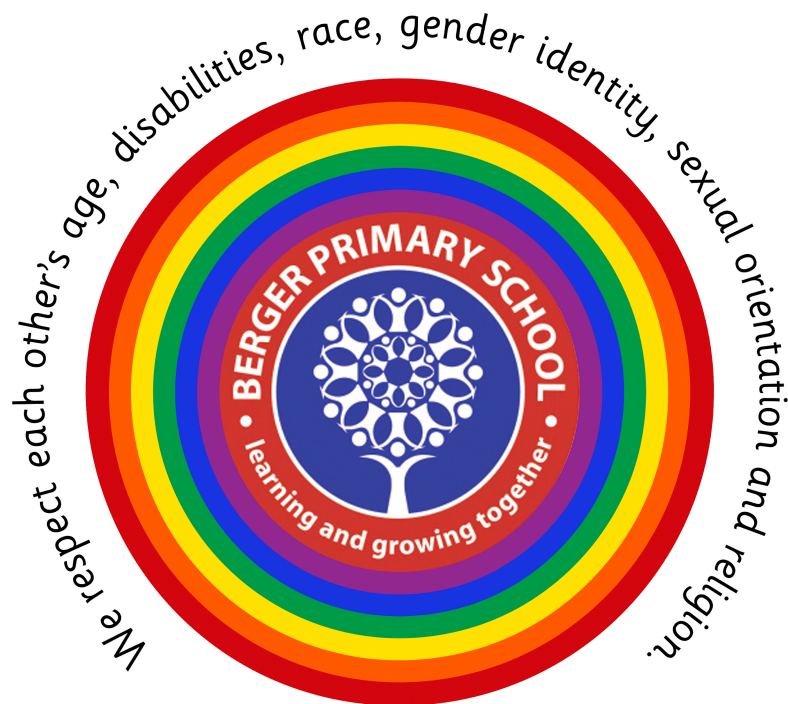


First Aid Policy

Berger Primary School



Approved by:	John l'Anson
Last reviewed on:	July 2023
Next review due by:	July 2024

Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	4
4. First aid procedures.....	5
5. First aid equipment.....	7
6. Record-keeping and reporting.....	7
7. Training.....	9
8. Monitoring arrangements.....	10
9. Links with other policies.....	10
Appendix 1: list of trained first aiders.....	11
Appendix 2: accident report form.....	12
Appendix 3: first aid training log.....	13

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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

3.1 Appointed person and first aiders

The school's appointed person is Lucy Sessions.

They are responsible for:

- Taking charge when someone is seriously injured or becomes very 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 (using the medical incidents policy as guidance)
- Sending pupils home to recover, where necessary
- Filling in an accident report immediately, or as soon as is reasonably practicable, after an incident
- 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

Hackney Learning Trust 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 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)

The SENCo is responsible for

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- 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 Headteacher or one of the Deputy Headteachers 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. When the form is completed, the first aider will notify the office if a call home is required (via the medical chat) They then take a photo of the form and send it to the parent /carer on Dojo. They will then ensure the form is given to the class teacher or responsible adult to hand to parent / carer at the end of the day.
- The carbon copy of this form will be kept on file in the medical room.

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 mobile phone
- A portable first aid kit including, at minimum:
 - 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - sterile eye wash
 - 3 pairs of disposable gloves
 - Individually wrapped moist cleansing wipes
 - sterile wrap dressings

Risk assessments will be completed by class teachers and approved by the deputy head teacher 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 1 first aider on school trips and visits.

5. First aid equipment

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

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye wash
- sterile wipes
- 3 pairs of disposable gloves
- Individually wrapped moist cleansing wipes

- an ice pack (at playtimes - to be taken out and put back in the fridge)

No medication is kept in first aid kits.

First aid kits are stored in:

- classrooms
- in the playground at playtimes

These supplies are also stored in the medical room.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider immediately or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- When the form is completed, the first aider will notify the office if a call home is required (via the medical chat) They then take a photo of the form and send it to the parent /carer on Dojo. They will then ensure the form is given to the class teacher or responsible adult to hand to parent / carer at the end of the day.
- The carbon copy of this form will be kept on file in the medical room.
- 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 Headteacher or Deputy 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 or Deputy 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 or Deputy 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:

[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

Office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Parents will receive a phone call (in some cases), a Dojo message and an accident form. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

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 Hackney Education 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 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 Kaylene Alder and Lucy Sessions annually. 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
-  Medical incidents policy

Appendix 1: list of trained first aiders

<u>Member of Staff</u>	<u>Achievement Date</u>	<u>Expiration Date</u>	<u>Extra Training</u>	<u>Achievement Date</u>
Anneisha Samuels	01st September 2022	01st September 2025		
Hafizur Rahman	01st September 2022	01st September 2025		
Janika Richardson-Bernard	01st September 2022	01st September 2025		
Joe Sessions	01st September 2022	01st September 2025		
Julie O'Reilly	01st September 2022	01st September 2025	Epi Pen	16th April 2018
Jushwinder Singh	01st September 2022	01st September 2025		
Kim Tivey	01st September 2022	01st September 2025		
Liam Mansfield	01st September 2022	01st September 2025	Epi Pen	16th April 2018
Maria Sankarlingham	01st September 2022	01st September 2025	Managing Medication	18th April 2017
Naima Kanjaa	01st September 2022	01st September 2025	Managing Medication/Epi Pen	18th April 2017/16th April 2018
Rahila Aboobaker	01st September 2022	01st September 2025		
Sanjae Jagho	01st September 2022	01st September 2025		
Sarah Mansfield	01st September 2022	01st September 2025		
Sharmeen Hassan	01st September 2022	01st September 2025		
Shelly Begum	01st September 2022	01st September 2025		
Sumaria Hussain	01st September 2022	01st September 2025		
Tamanna Ahmed	01st September 2022	01st September 2025		
Tracey Ellis	01st September 2022	01st September 2025		
Louise Moore	01st September	01st September		

	2022	2025		
Leeaisha Gallimore	01st September 2022	01st September 2025		
Jane Teague	04th January 2022	04th January 2025	Managing Medication	18th April 2017
Katie Blyth	04th January 2022	04th January 2025		
Kerryann Dunlop	04th January 2022	04th January 2025		
Lina Wakefield	04th January 2022	04th January 2025		
Mandy Rice	04th January 2022	04th January 2025	Epi Pen	16th April 2018
Rebecca Lord	04th January 2022	04th January 2025		
Roona Begum	04th January 2022	04th January 2025		
Sans Citak	04th January 2022	04th January 2025	Managing Medication	18th April 2017
Sarah Flaherty	04th January 2022	04th January 2025		
Senita Kaur	04th January 2022	04th January 2025		
Shanel Nassar	04th January 2022	04th January 2025		
Amrita Bhaker	05th March 2021	05th March 2024		
Andre Stewart	05th March 2021	05th March 2024	Epi Pen	16th April 2018
Callum Crawley	05th March 2021	05th March 2024		
Joanne Baker	05th March 2021	05th March 2024		
Katy Sessions	05th March 2021	05th March 2024	Managing Medication	18th April 2017
Kim Fisher	05th March 2021	05th March 2024	Epi Pen	14th September 2015
Lisa Hamaz	05th March 2021	05th March 2024		
Lovette Ryvers-Lawrence	05th March 2021	05th March 2024		
Lucy Sessions	05th March	05th March		

	2021	2024		
Michelle Herbert	05th March 2021	05th March 2024		
Michelle Tabone	05th March 2021	05th March 2024		
Mustafa Hadleigh	05th March 2021	05th March 2024		
Nasima Ali	05th March 2021	05th March 2024		
Salma Redwanna	05th March 2021	05th March 2024		
Tania Pope	05th March 2021	05th March 2024		
Yolanda Elez-Ortiz	05th March 2021	05th March 2024		
Alpa Mahesuria	10th September 2019	10th September 2022		
Fatima Abdelhay	10th September 2019	10th September 2022	Epi Pen	14th September 2015
Sabiha Ullah				

Appendix 2

All medical incidents are taken **seriously** at Berger Primary School.

Chief medical officer: Lucy Sessions

- ❖ Each year group has a first aid bag which will be taken out to the playground (these will remain in adults' possession)
- ❖ Ice packs to be taken out in a cool bag every play and lunch and returned after.
- ❖ If a child is moving to the medical room with a peer or independently, staff will notify the office prior to sending.
- ❖ Defibrillators are located in the head teachers' office and medical room if needed.

All children who visit the medical room are to be signed in and out by a first aid trained member of staff. This policy works alongside individual medical care plans and where a child has one the plan takes precedence. All individual medical care plans will be stored both electronically and in the medical room. **ALL CALLS TO BE LOGGED IN CONTACT BOOK IN OFFICE**

Incident	Location first aid should be delivered	Suggested first aid based on first aider's knowledge	Contact with parents	Next steps
Child is sick	Medical room	Rest/suggest toilet	Phone home	Child to go home after SLT authorisation no return for 48 hours based on first aider's knowledge of child
Child feels sick/ tummy ache/ headache	Monitor in class Can be sent to the main office for a rest/ environment	Rest suggest toilet	Phone home to be sent home informing parent If no contact by phone DOJO message	Child to go home after SLT authorisation

	change if persists			
Head injury	Medical room	icepack rest	Call home Slip to be given to child Photo of slip to be shared on DOJO Wristband alert on child	Further medical attention to be obtained if the child is sick, feels dizzy or loses consciousness
Nose bleed	Medical room	Take appropriate steps to stop bleeding. Call 111 & notify parent to take to A&E if: Last longer than 15mins consistent bleeding (based on FA knowledge)	Call home Slip to be sent home Photo of slip to be shared on DOJO	Further medical attention to be obtained if bleeding does not stop after 30mins
Cuts and grazes	In class/ on playground	Clean cut Apply dressing if needed	Slip to be sent home Photo of slip to be shared on DOJO	Child to go to the medical room if the injury doesn't stop bleeding or child is in significant pain using 'face scale'
Bumps and bruises	In class/ on playground	Apply cold compress	Slip to be sent home Photo of slip to be shared on DOJO	Child to go to the medical room if the injury continues to swell further or child is in significant pain using 'face scale'

Allergic reaction	Medical room unless otherwise stated on the care plan	Administer agreed medication according to care plan	Call home	Follow the child's medical plan. Further medical attention to be obtained if emergency medication needs to be delivered or if child is suffering anaphylaxis
Asthma	Medical room	Use of inhaler	Log use of pump Call home if further medical attention required (Pump does not help) or attack are happening more regularly than usual	Follow the child's medical plan. Further medical attention to be obtained if child needs inhaler more than usual/ inhaler doesn't relieve symptoms

