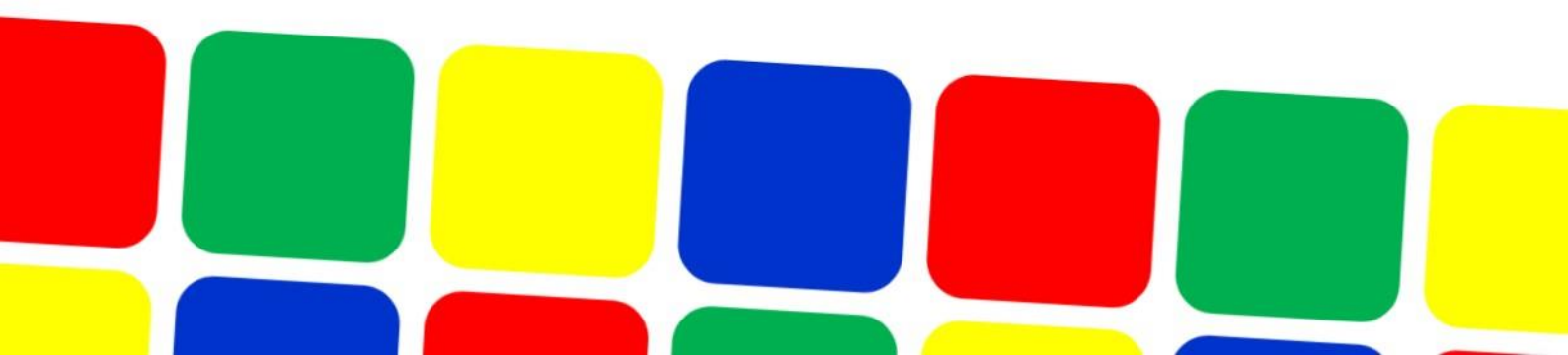




## First Aid Policy

Approved by:	Shoshannah Thompson
Date:	October 2022
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Shared with staff:	October 2022



## OUR INTENT

### OUR VALUES



### OUR VISION

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balanced and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** which allows for **exploration, enquiry,** and opportunities to ask questions.

### OUR AIMS



All of our children are to become **successful, independent** learners.



All of our children are to be equipped with skills and knowledge to meet their current and future needs and **creative** potential.



All of our children are to be **confident** individuals who can live safe and **healthy** lives.



All of our children are to **respect** and value each other's contributions irrespective of race, gender, religion or ability.



All of our children are to be **self-aware** and able to manage their own behaviour, understanding that it has an impact on others.



All of our children are to be active and motivated **citizens** within the wider school community.

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# First Aid Policy

## 1. AIMS

The aims of Halley's 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

The Policy supports the following **United Nations Conventions Articles on the Rights of a Child:**

### **Article 3 (Best Interests of the Child)**

The best interests of the child must be at the forefront of all adult actions and interactions.

### **Article 23 (Children with Disability)**

Every child with a disability has the right to special care and education.

### **Article 24 (Health and Health Services)**

Every child has the right to good quality health care.

### **Article 28 (Right to Education)**

Every child has the right to an education.



## 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 assess 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

All staff have basic First Aid Awareness training triannual and a number of staff from across all key stages including EYFS will be pediatric first trained.

The School has appointed, the School Office Manager, Attendance, Admissions and Welfare Support and Reception and Admin Officer, as Full First Aiders at School. 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 bags, and replenishing the contents of these bags
- 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
- Recording accident on the same day, or as soon as is reasonably practicable, after an incident using Medical Tracker
- Keeping their contact details up to date

The 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 Tower Hamlets 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 qualified first aiders 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 11)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in School are
- Ensuring that the First Aiders at Work and SLT have been notified of any major accidents and any accidents resulting in head injury
- Completing Medial Tracker accident report 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

**All Staff should remember that all accidents can be potentially serious.**

### 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 then 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 member of the admin staff will contact parents immediately
- The First Aider will complete on Medical Tracker an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

## 4.2 Minor Accidents

- All accidents must be recorded on Medical Tracker. They should be filled in by a staff member for every minor accident requiring treatment, ensuring all key information is recorded such as the name of the injured person, date and year of accident, circumstances and action taken.
- The place where the accident occurred may need to be investigated by the teacher, Premises Manger or Senior Leadership Team, action should be taken to prevent a reoccurrence of a similar accident/incident where possible.
- When First Aid is administered the child will be given a first aid sticker by the first aider. Parents will receive a notification via Medial Tracker their child has received first aid. Class teachers should keep Medical Tracker open on their desktop and are encouraged to check in at during afternoon registration.
- If a child has had an injury to their face or head then parents will be notified by phone, before receiving a Medical Tracker notification.

## 4.3 Head Injuries

- If an accident results in a head injury, the pupil **MUST** be seen by First Aider. Medical Tracker notification will explain the symptoms that, should they develop later at home, should result in the child being taken to the doctor. A member of SLT must be informed if a child is sent home with a head injury.

## 4.4 Serious accident/incidents

- When a child falls, encourage the child to get up by him/herself – do not pull a



child to his/her feet, however kindly intended - in case the accident is more serious that it first appears. The child will know whether he/she can move comfortably.

- All serious injuries/incidents must be reported immediately to a member of SLT.
- Sometimes an accident at School may need attention at the Accident and Emergency Department. Parents will be informed immediately by phone and asked to collect their child and take them to the hospital. If the child needs to be taken to hospital before their parent can get to School, then an ambulance will be called. School staff will not take pupils to hospital in taxis or private vehicles without a parent accompanying them.
- If an accident has resulted in potential spinal injury, the patient must not be moved under any circumstances. He/she should be reassured that everything is under control. The patient should be kept warm and as comfortable as possible. If the patient is a child, the parents should be informed immediately. An ambulance should be called (999). The parents should accompany the child to hospital.

## 5. 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 (Class red first aid rucksacks)
- Information about the specific medical needs of pupils
- Parents' contact details (if residential trip)

Risk assessments will be completed by the by the trip leader/class teacher prior to any educational visit that necessitates taking pupils off School premises.

There will always be at least one first aider with a current pediatric first aid certificate on School trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 6. FIRST AID BOXES

There are clear signs (a white cross on a green background) to indicate the position of the First Aid

- The Medical and Hygiene Room adjacent to EYFs
- Main School Office
- The Workshop?
- Outside Key Stage 1 Girls Toilets
- Outside Key Stage 2 Girls Toilets
- Early Years Foundation Stage: by both Nursery and Receptions by outside doors

A First Aid bag is carried by MMS during lunchtime play.

- Supplies are checked monthly by a Higher Level Teaching Assistants and managed by the Inclusion and Welfare Officer
- Plastic disposable gloves must be worn by anyone dealing with minor accidents which have caused bleeding or when clearing up spills of blood or bodily fluids

## 7. FIRST AID EQUIPMENT

There is no mandatory list of contents of a First Aid Kit (DfE guidance 2014). However, at Halley Primary School we follow the recommended guidance and our kits contain the following (or equivalent):

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

- A leaflet with general first aid advice
- Disposable gloves
- Bandages
- Antiseptic wipes
- Sterile dressings
- Plasters (including non-allergic)
- Eye pads
- Scissors
- Cold compresses

No medications are kept in first aid bags.

## 6.1 Procedures

- Plastics gloves to be worn to prevent cross infection from adult to child or vice versa.
- Cold water only should be used to cleanse wounds.
- Antiseptic creams must not be used, as some children may have an allergic reaction to these.
- Always cleanse the skin with hand movements away from the wound, not towards it.

## 8. HYGIENE BINS:

All soiled cotton wool, tissues or plasters used whilst administering first aid or cleaning up other body fluids must be placed in the sealed yellow bin placed in the toilets. This bin is collected on a regular basis by the contractor for safe disposal of contents.

## 9. RECORD-KEEPING AND REPORTING

### 9.1 First aid and accident record book

- All accidents will be recorded on to Medical Tracker and will be completed by the member of staff who dealt with the accident on the same day or as soon as possible after an incident resulting in an injury.
- All sections of the Medical Tracker report must be completed providing clear, concise information when reporting an accident.
- Class teachers should have Medical Tracker open on their desktop from the start of the day; making sure they regularly check in especially after break and lunchtimes.
- 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. The Inclusion and Welfare Manager will oversee disposal or removal of all accident reports and records.

- School Office Manager will provide termly reports to Governors and facilitated any investigations of accidents as necessary.

## **10. NOTIFYING PARENTS**

Parents will be notified by Medial Tracker text/email 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.

## **11. REPORTING TO THE CORPORATE HEALTH AND SAFETY SERVICE (LA)**

Accidents of a more serious nature that have caused a child or adult to be injured including physical assault; dangerous occurrence and or 'near misses' that could have caused serious injury, must be recorded in accordance with LA's accident/incident reporting procedures on the LBTH Accident and Incident (AIR) form. These will be completed in full including supportive documentations and emailed to:

[healthandsafety@towerhamlets.gov.uk](mailto:healthandsafety@towerhamlets.gov.uk)

Copies of this form must not be given to the parents. Any requests for reports from third parties must be referred to the Borough's Insurance and Risk Management Group, Mulberry Place.

## **12. REPORTING TO LBTH CHSS & OFSTED AND CHILD PROTECTION AGENCIES**

The Head teacher will notify LBTH and 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.

### 13. TRAINING

All School staff undertakes First Aid Awareness training in a 3-yearly cycle.

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 1**).

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 pediatric 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.

### 14. MONITORING ARRANGEMENTS

The Inclusion and Welfare Officer will review this policy on a yearly basis. At every review, the Head Teacher and School Governing Body will approve the policy.

### 15. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and Safety policy
- Risk Assessment policy
- Trips and Visits policy
- Policy on supporting pupils with medical conditions