FIRST AID POLICY

Confidence, respect and a love of learning

Our vision and aims support Articles 3, 28, 29, 30 and 31 of the United Nations Convention on the Rights of a Pupil.

Article 3: The best interests of a child must be a top priority in all things that affect pupils.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 30: Every child has the right to learn and use the language, customs and religion of their family.

Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

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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, 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

3. Roles and Responsibilities

Paediatric First Aid

At least 4 people who have a current paediatric first aid (PFA) certificate must be on the premises at all times.

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.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

This is in place at Bonner.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

First Aider at work

The school has two members of staff who are trained emergency first aiders at work.

3.1 Appointed person(s) and first aiders

The school's appointed persons 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 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 medical tracker, on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

3.2 The local authority and governing Body

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 appointed persons and/or 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

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 for all incidents they attend to where a first aider/appointed person is 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, a member of SLT will contact parents immediately

- The first aider/relevant member of staff will complete an accident report on medical tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

Bumped heads:

- Any bump must be reported to the parents / carer, no matter how minor, is treated as serious and should be attended to by a fully trained first aider.
- All bumped heads should be treated with an ice pack. The child's teacher should be informed and keep a close eye on the progress of the child.
- All bumped head incidents should be recorded on medical tracker, and a copy given to the child's parent or carers to take home. If the child shows any sign of sickness, sleepiness, dizziness or gives other cause for concern about their health, ambulance services should be contacted immediately.
- The Headteacher/SLT to be informed of any accident or injury sustained by a pupil for a bumped head, and any first aid treatment given, on the same day.
- A copy of the accident report form will also be added to the child's file on Medical Tracker. Senior Staff members will be automatically alerted.

Cuts:

- The designated first aider should deal with small cuts. All open cuts should be covered after they have been treated with a medi-wipe. Children should always be asked if they can wear plasters
- Before one is applied, children who are allergic to plasters, or who are unsure, will be given an alternative dressing. All cuts need to be recorded in the accident book.
- Any first aider can treat more serious cuts, but a fully trained first aider should attend to give advice.
- More serious cuts should be recorded in the accident book and parents informed.
- ANYONE TREATING AN OPEN CUT MUST USE PROTECTIVE GLOVES. This is an essential part of infection control procedures. All blood waste should be disposed of in a sealed container.

Nosebleeds:

- Children with a nose bleed should be asked to sit down where they are so that blood is not spread around the school. They should keep their head upright or slightly forwards. Apply a cold compress to the nose area, or pinch the nose tightly just below the bony part for 5 to 10 minutes. Do not allow the child to blow their nose. If the bleeding has not stopped within 20 minutes, then the parents should be contacted.

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

Risk assessments will be completed by the trip leader and checked by the Educational Visit Coordinator 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 all school trips and visits.

5. First Aid Equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- All classrooms have a small first aid kit

6. Record-Keeping and Reporting

6.1 First aid and accident record book

An accident form will be completed by the first aider/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 the information included in the form.

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. Since 2024 the school records accidents electronically on Medical Tracker

6.2 Reporting to the Local Authority (AIR form)

The Headteacher or designated person will report an incident to the Local Authority via an AIR form (located on Tower Hamlets website) for any injury sustained by a pupil where they were taken for medical treatment after their injury. (See documentation supplied by Tower Hamlets). All accidents that occur for members of staff are also to be reported via and AIR form.

6.3 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, of 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

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

7. 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 (if appropriate) 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.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 4 staff member will have a current paediatric first aid (PFA) certificate which meets requirements

9. Monitoring Arrangements

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by the Headteacher and Governing body

10. Links with Other Policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Educational visits Policy
- Asthma and Allergy Policy

Appendix 1: List of trained first aiders

Held centrally in Google Docs and posters around the school sites.

Appendix 2: Guidance on completing an accident report on Medical Tracker

All first aid injuries must be detailed on the note in simple, precise language:

- Injury Details:
  - Cut on left leg, lump on side of head, graze on right knee, etc.
- Location of Accident/Incident:
  - Football pitch, classroom, lunch hall, etc.
- Description of accident/incident:
  - Child playing football and bumped heads with another child
  - Child fell over when running
  - Child fell off the slide
  - Child hurt by another child during a fight - red slips issued
- Treatment given:
  - Ice pack, antiseptic wipe, etc.