

## First Aid Policy



*'We can and we will'*  
**GLEBE PRIMARY SCHOOL**

### **FIRST AID POLICY**

#### **Mission Statement:**

**At Glebe School we believe in an ethos that values the whole child.**

**We strive to enable all children to achieve their full potential academically, socially and emotionally.**

#### **Introduction**

Glebe Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to.

Responsibility for first aid provision at Glebe is held by the Headteacher who is the responsible manager. The Headteacher then delegates tasks to nominated members of staff.

First aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

#### **Aims and Objectives**

Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision for our premises.
- Ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

#### **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:

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- [The Health and Safety \(First Aid\) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), 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.  
<http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>
- [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees.  
<http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made>
- [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), 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.  
<http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made>
- [Social Security \(Claims and Payments\) Regulations 1979](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records.  
<http://www.legislation.gov.uk/uksi/1979/628>

## First Aid Training

The Head teacher will ensure that the appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment, and that they have the appropriate level of training to meet their statutory obligations.

## Qualified First Aid Staff

At Glebe, at April 2023, there are 12 qualified first aiders who are as follows:

- Mrs Emma Varney (Welfare Assistant and Chief First Aider)
- Mrs Suzanne Message (Nursery Nurse)
- Gemma Waters (Nursery Nurse)
- Clare Sheldon (Pastoral Support Worker)
- Miss Phoebe Weaver (LSA- currently on maternity leave)
- Kathryn Longhurst (LSA)
- Lisa Millington (LSA)
- Monica Holding (LSA)
- Alison King (LSA)
- Jan Fiitzwater (LSA)

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- Lily Duhamel (LSA)
- Vladi Slaviva (LSA)

We have ensured that there is at least one member of staff trained in first aid, for each year group, to medically supervise off site activities such as school trips.

Our first aiders hold a qualification in Paediatric First Aid, or a first aid at work certificate, in line with Ofsted requirements.

They will be responsible for administering first aid, in accordance with their training to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

## Roles and Responsibilities

### Appointed Persons

At Glebe Primary School Mrs Emma Varney is the appointed person. She is also the Welfare Assistant/ School nurse.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of the first aid arrangements, including looking after equipment and facilities, calling the emergency services when required, 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

and taking charge when someone is injured or falls ill during the short-term, unplanned absence of a qualified first aider. S/he would also have the responsibility to fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident

This would come into action during short trips off school premises that are deemed un-necessary that a qualified first aider be in attendance.

The Appointed Person is someone who has attended a 1-day HSE approved course.

At Glebe Primary School we arrange that a qualified first aider accompanies all school trips where possible.

### The local authority and governing board

Hillingdon 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.

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

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- 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

### Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a [first aider/appointed person] is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements.

- A fully stocked unit, situated in the Welfare Room
- A fully stocked box, situated in the Nursery
- 2 fully stocked first aid boxes, which are kept in the Welfare Room ready for trips off premises.
- 2 fully stocked emergency boxes, which are kept in the Welfare Room, in case of need.
- 2 fully stocked "Bum Bags" for school trips.
- Kitchen stocked with appropriate "blue" plasters
- Year 3/4 corridor
- The Hub (Formally known as the Unit)
- The Breakfast Club (Formally the old year 6 huts)

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits after every use and every half term and re-stock as required.

The Hygiene Room is designated as the first aid room for treatment, sickness and the administering of first aid.

### 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:
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes

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- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

### Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a well balance judgement, in consultation with either the Head Teacher or one of the Deputy Head Teachers, as to whether there is a requirement to call an ambulance.

If the emergency involves a tooth being knocked out (avulsion) as a result of an accident (and it wasn't wobbly before) then the procedure is as follows:

If the tooth is a milk tooth:

- Locate the tooth
- Place the tooth in milk and cover
- Contact the parent and direct them to their dentist

If the tooth is an adult tooth:

- Locate the tooth
- Place the tooth in milk and cover
- It is advisable to call an ambulance (because of the risk of concussion)
- Contact the parent
- If you know there is going to be a delay in the ambulance arriving, advise the parent and they can make the decision as to whether to collect and take the child themselves.
- Direct parents/ambulance to emergency dental department at Northwick Park Hospital.

The first aider/appointed person are to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury, including adult tooth avulsion.
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- In the event of having to use an Epi-Pen
- Where Asthma medication is "not working"
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify the parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- it is a serious bump to the head
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available in order of preference and to leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parent periodically through out the day. In the

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interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## Records

All records are now recorded electronically in the Hygiene Room.

- All accidents requiring first aid treatment are to be recorded with (at least) the following information:
- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Reporting to the Borough using the online reporting system for major accidents and incidents.

A senior member of staff is advised of any incident deemed NOT an accident along with accidents of the same nature that occur regularly.

This policy is written in line with the borough policies on all accidents, incidents and emergencies within the school premises.

## 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 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

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- 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 **Welfare Officer** 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)

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- 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)

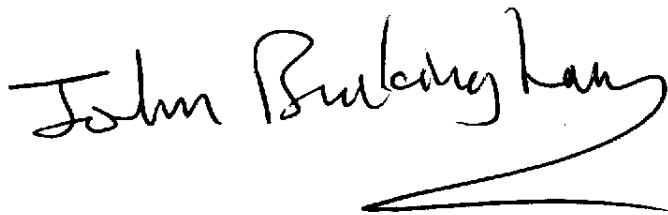
Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

[http://www.hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm)

**Reviewed: April 2023**

**To be reviewed: April 2024**

A handwritten signature in black ink, reading "John Bullock". The signature is written in a cursive style with a long, sweeping underline.