



First Aid Policy

Model Tower Hamlets Policy

Date agreed: 27 Jun 2023

Review Date: Summer 24

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. First aid procedures
5. First aid equipment
6. Record-keeping and reporting
7. Training
8. Monitoring arrangements

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

This policy should be read in conjunction with:

- Supporting Children with Medical Needs Policy
- Health and Safety Policy

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid 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 location of the school. The appointed person does not need to be a trained first aider.

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. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

The school's appointed people are: Edith Philipsen, Nathalie Palacio, Khaleda Begum and Asma Bibi (HR and Inclusion Officer, Senior First Aider).

They are responsible for overseeing that the following take place:

- Taking charge when someone is seriously injured or becomes ill and needs external medical attention (SLT member)
- Ensuring there is an adequate supply of medical materials in first aid kits, and arranging the replenishment of the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. (SLT member or senior office staff)
- Keeping children's medical records up to date
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role. 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. (First aiders)
 - Sending pupils home to recover, where necessary. (SLT)
 - Filling in an accident report on the same day, or as soon as is reasonably practicable after an incident (First aiders)
- Our school's first aiders are listed and names and photographs are displayed prominently around the school

3.2 The local authority and governing board

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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

- 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
- 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
- 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

4.12 Injuries not inc head and face

- The school recognises that not all knocks and scrapes require first aid by a first aider and have issued guidance accordingly (**Appendix 1**)
- If unsure staff must seek first aid from a qualified first aider
- The following should always be seen by a first aider
 - Head injury
 - Face injury
 - Suspected bone injury
 - Free flowing blood

4.13 Injury to Head and Face procedures

- All injuries which occur above the neck **MUST** be attended by a first aider
- Accident book must be completed
- Phone call home must be made
- Child must be given head bump wrist band
- Adults working with child must be made aware of the injury so that they can monitor

4.14 Emergency procedures

- The first aider or Senior leader will assess the injury and decide if further assistance is needed from the emergency services. They will remain on scene until help arrives following emergency procedures (**Appendix 2**)

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If emergency services are called, the office staff or SLT staff will contact parents immediately

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- Mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and individual medicines
- Parents' contact details (if the trip is residential)

Risk assessments will be completed by the class teacher and checked by SLT prior to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

List of 1st aid equipment to be kept at school in all relevant locations:

- Individually wrapped sterile adhesive dressings,(assorted sizes);
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- Sterile eye pads;
- Eye wash
- Individually wrapped triangular bandages, (preferably sterile);
- Six safety pins;
- Disposable gloves.
- Gauze Swabs
- Washproof Plasters
- Resuscitation Face Shield
- Vomit bags
- Instant Ice Pack
- Adhesive Tape
- Scissors
- Alcohol Free Moist Wipes
- Finger dressing
- Foil blanket
- Forehead thermometer
- Bump head strips

Each class has a first aid kit. Spare first aid kit is kept in the Office manager's room by the Main Office, South Building.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. Accident forms need only be completed in the event of a head or other serious injury. Class teachers or TAs will inform parents of any injuries at the end of the day.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form completed by the first aider.
- Accident record books are kept in the following locations: North building staffroom, South building staffroom, premises manager's office South building, EYFS North building.
- 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 Deputy Headteacher/SBM 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 SBM will report these to the Corporate Health & Safety Team: healthandsafety@towerhamlets.gov.uk and/or Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. If in any doubt, advice can be sought by ringing Juniper Ventures on Direct Line: 020 3373 8556/ Mobile: 07904 041 672

Reportable injuries, diseases or dangerous occurrences (RIDDOR) include :

- 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 a 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
- Death
- Injuries where an employee 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) or 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/reportable-incidents.htm>

6.3 Notifying parents

Injury sustained above the neck (face/head) must be reported to parents via phone call by the first aider.

The class teacher, TA or SLT, where appropriate, will inform parents 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.

6.4 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 Tower Hamlets MASH 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,

Staff are encouraged to renew their first aid training when it is no longer valid. Schools with Early Years Foundation Stage provision insert: 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.

8. Monitoring arrangements

This policy will be reviewed by Nathalie Palacio annually.

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

Appendix 1

First Aid General Guidance

The following guidance is to help staff differentiate between situations which require a first aider to attend and ones which can be dealt with without first aid intervention

Injury	Response
Head Bumps	First aider must attend <ul style="list-style-type: none">• Ask where did they fall? Was it from a height?• Head bump wrist band must be worn

	by child <ul style="list-style-type: none"> • A phone call home must be made
Face injury	First aider must attend <ul style="list-style-type: none"> • Head bump wrist band must be worn by child • A phone call home must be made
Significant accident <ul style="list-style-type: none"> • Suspected break 	First aider must attend
Cut with free flowing blood	First aider must attend
Minor graze/bump/knock eg <ul style="list-style-type: none"> • Trip and fall • Ball to the tummy 	Not first aid, can be dealt with by any adult <ul style="list-style-type: none"> • Reassure and calm child if upset • Let them tell you what happened • Check they did not bump their head • Suggest they have a drink/ get some wet tissue/sit with a friend What do they think will help them feel better?
Feeling unwell eg <ul style="list-style-type: none"> • Tummy ache • Headache 	Not first aid, can be dealt with by any adult <ul style="list-style-type: none"> • Talk to child • Suggest they have water/go to the loo sit quietly etc • Chat to them to see if something might be bothering them • Consult SLT member if you think they need to go home <p>See covid info in risk assessment for how to deal with a child with suspected covid</p>

Appendix 2

Emergency Procedure to be followed in case of all medical emergencies

1. Call nearest 1st aid trained staff member to aid support pupil/member of staff
2. Call an ambulance if needed – dialing 999

Speak clearly and slowly and be ready to repeat information if asked.

- a. Give your telephone number
- b. Give your name
- c. Give your location as Stepney Park Primary School, Smithy Street, London E1 3BW
- d. Provide the exact location of the patient within the school setting
- e. Provide the name of the child and a brief description of their symptoms

- f. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
 - g. Inform Premises/Admin to have gate open and to support access to site
 - h. Ambulance crew to be accompanied to child
 - i. Continue to monitor until arrival of ambulance crew – keeping all staff updated about arrival times
- 3. Parents are called and advised of the situation
- 4. A senior member staff is called who can decide on how the situation is supported – ie keeping area clear of staff and pupils etc This person to notify and keep the Headteacher informed
- 5. First aid trained member of staff stays with child/adult and liaises with senior member of staff
- 6. Parents accompanied to their child upon arrival
- 7. If a child needs to be taken to hospital then the child and parent travel to hospital with the ambulance
 - a. If parents not at school
 - i. member of staff accompanies child to hospital
 - ii. parents are called and advised to go to the hospital
 - iii. member of staff stays with child until parents arrive
- 8. An Incident form (AIR Form) is completed and submitted to the LA as soon as possible
- 9. Where appropriate: At the first available opportunity all staff involved attend a de-brief and review procedures and their effectiveness. The designated governor responsible for children with medical needs will also attend the debriefing session.
- 10. Parents are called the next day, where appropriate, for an update on the child's welfare.

Follow-up (where appropriate) :

For children:

Pastoral Care Team support follow up with parents/ child about the well-being of the child

For adults:

Line managers/HR to follow up with staff/adults about their well-being In either case there may be a need to refer parents/adults to a senior member of staff who can go through the process taken by the school, and refer them to relevant complaints documentation if that is required.

