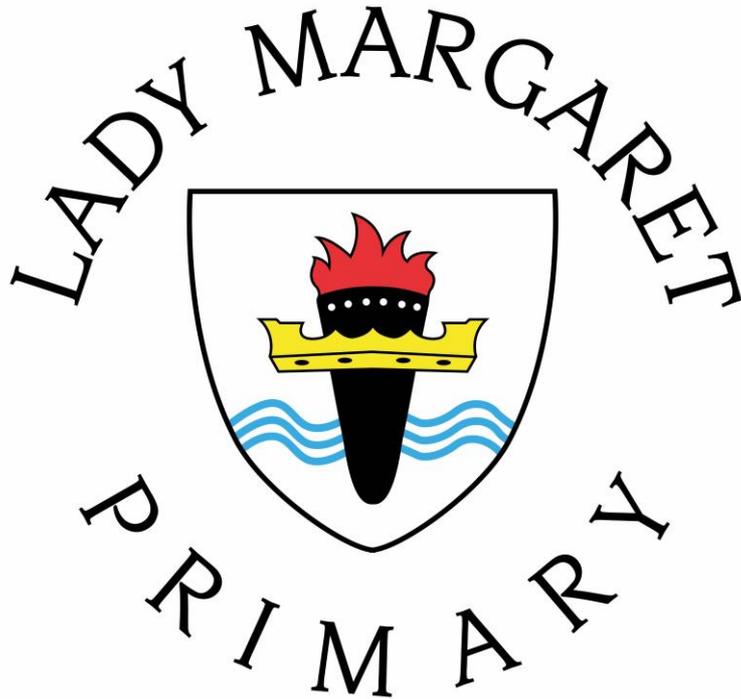


# Lady Margaret Primary School



## First Aid Policy

**Approved by:** Governing Body

**Date:** 21st October 2021

**Last reviewed on:** September 2021

**Next review due  
by:** September 2022

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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](#), 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

### 3.1 Appointed person(s) and first aiders

The school's appointed person is **Helen Rai**. 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 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
- Sending pupils home to recover, where necessary

- Filling in an accident report on the same day, 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 body**

Ealing Council 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4 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 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 6)

### **3.5 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 is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs.
- Report all accidents, incidents, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their line manager or a member of the senior leadership team within 24 hours to ensure that statutory information can be sent to the Local Authority or HSE.

## **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 school administrator 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

#### **4.2 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the 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 paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits for other school phases.

#### **5. First aid equipment**

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes

- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in the following locations:

### **Ground floor**

- The medical room
- Jasmine room
- The school office

### **First floor**

- The home economics room
- Rosemary room
- PPA room

## **6. Record-keeping and reporting**

### **6.1 Accident/Incident record book**

- An accident log will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- The school uses an online system called “Medical Tracker” to record injuries.
- As much detail as possible should be supplied when reporting an accident
- Records held in the first aid and accident book or Medical Tracker 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 school business manager 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).

An accident report appendix 2 will be completed by the first aider on the same day or as soon as possible after an incident resulting in a reportable injury

The school business manager will ensure that reportable injuries, diseases or dangerous occurrences are reported to Ealing Council via the online reporting system Alcumus Info Exchange (<https://ealing.info-exchange.com/SchoolIncidents>) as soon as is reasonably practicable and in any event within 48 hours 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 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
- 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)
- 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

It is important that **as much information is captured to help with the investigation** by both the school and corporate health and safety. Requests for information from third parties (union, insurance, legal) about an accident/incident could be received quite sometime after the event, therefore it is essential the information submitted is clear and detailed.

Ealing Council will provide support regarding accident/incident reporting, recording and investigation, the schools health and safety adviser contact details are as follows:

Raj Chowdhury, Schools health and safety adviser  
 Phone: 020 8825 7287/ 07568 130 165  
 Email: chowdhuryr@ealing.gov.uk

### **6.3 Notifying parents**

The first aider or a school administrator in consultation with a member of the senior leadership team will inform parents by letter, phone or email via Medical Tracker on the same day, or as soon as reasonably practicable of any accident or injury sustained by a pupil, and any first aid treatment given.

### **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 Ealing Council 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).

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 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 annually by the school business manager.

At every review, the policy will be approved by the governing body resources committee.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

**Appendix 1: list of appointed person(s) for first aid and trained first aiders**

<b>Name of First Aider</b>	<b>Role</b>	<b>Type of First Aid Qualification</b>	<b>Date Acquired</b>	<b>Date Expires</b>
Mr T Semczuk	Site Manager	Emergency First Aid at work	22/06/2019	21/06/2022
Miss L Thomas	LSA	Paediatric First Aid	27/06/2019	28/06/2022
Mrs N Marwan	NNEB	Paediatric First Aid	27/06/2019	28/06/2022
Mrs F Hussain	SMSA - Cleaner	Emergency First Aid at work	04/07/2016	01/09/2022
Mrs I Jheita	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs J Amin	Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs J Kahlon	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs M Khanna	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs N Haling	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs R Jahangir	SMSA - Cleaner	Emergency First Aid at work	04/07/2016	01/09/2022
Mrs R Walia	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs S Bhambra	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs I Sahi	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs B Juneja	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Channa	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Mathadu	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Mir	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs P Tank	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
Mrs R Neville	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs S Bagga	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
Mrs S Itlas	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs S Saleh-Fernandes	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Ms H Mahay	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024

**Appendix 2: Detailed Accident/Incident Report (Reportable Injury)**

<b>Name of injured person</b>		<b>Role/class</b>		
<b>Date and time of incident</b>		<b>Location of incident</b>		
<b>Incident details</b>				
	<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
<b>Action taken</b>				
	<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
<b>Follow-up action required</b>				
	<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
<b>Name of person attending the incident</b>				
<b>Signature</b>		<b>Date</b>		

Student's name/class		Name of first aider		Incident date	
				Breaktime	Lunchtime
Location of incident	Injured area – <u>where</u> is it?			Injury description– <u>what</u> is it?	
Class	Left	right	front	back	
Playground	Arm		shoulder		
Office	Leg		wrist		
Lower Hall	Hand		chin		
Upper Hall	Head		foot		
Play equipment	Eye		other (please		
	state)				
	Lip				
	Neck				
Injury / Symptoms			How it happened?		
Ache	Pain/Soreness		Accidental Occurrence		
Blisters	Personal Disclosure		Bitten, Scratched or Hit		
Bump/Bruise	Personal Hygiene		Choking		
Burn	Red Marks		Collision		
Cramp	Scratch		Drowning		
Cut/Graze	Self-harm		Equipment		
Dental Pain	Sprain		Exposed to harmful substance		
Dislocation	Splinter		Fall from height		
Eating Disorder	Sting		Hit by moving, flying, falling object		
Fracture	Strain		Injured by Animal		
Headache	Sun Burn		Manual handling/lifting		
Human Bite	Trapped Finger/Hand		Natural Occurrence		
Insect Bite	Twisted Ankle		Physical assault		
Nosebleed	No Visible Injury		Physical occurrence		
	Other		Self Inflicted		
			Slip, trip fall same level		
			Struck		
			Trapped		
Treatment			What happened next?		

	Student stayed at school Student went home Student went to hospital
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### Appendix 3: First aid training log

Name of First Aider	Role	Type of First Aid Qualification	Date Acquired	Date Expires
Mrs A Dhaliwal	HLTA	Anaphylaxis and Epilepsy training	06/07/2017	
Mrs S Itlas	LSA	Anaphylaxis and Epilepsy training	07/07/2017	
Mrs H Mahay	LSA	Anaphylaxis and Epilepsy training	07/07/2017	
Mrs R Bartholomew	Class teacher	Anaphylaxis Asthma and Epilepsy training	25/10/2017	
Mrs R Mangat	Administrator	Anaphylaxis Asthma and Epilepsy training	18/10/2017	
Mrs I Sahi	LSA	Anaphylaxis Asthma and Epilepsy training	18/10/2017	
Mrs H Duale	NNEB	Anaphylaxis Asthma and Epilepsy training	18/10/2017	
Mrs J Cruz	Assistant site manager Senior SMSA - Cleaner	Anaphylaxis Asthma and Epilepsy training	30/10/2017	
Mr T Kelly	Class Teacher	Anaphylaxis Asthma and Epilepsy training	30/10/2017	

Name of First Aider	Role	Type of First Aid Qualification	Date Acquired	Date Expires
Mr T Semczuk	Site Manager	Emergency First Aid at work	22/06/2019	21/06/2022
Mrs N Marwan	NNEB	Paediatric First Aid	27/06/2019	28/06/2022
Mrs K Matha	NNEB	Paediatric First Aid	27/06/2019	28/06/2022
Miss L Thomas	LSA	Paediatric First Aid	27/06/2019	28/06/2022
Mrs J Amin	Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs N Haling	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs S Bhambra	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs F Hussain	SMSA - Cleaner	Emergency First Aid at work	04/07/2016	01/09/2022
Mrs R Jahangir	SMSA - Cleaner	Emergency First Aid at work	04/07/2016	01/09/2022
Mrs I Jheita	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs J Kahlon	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs M Khanna	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022
Mrs R Walia	SMSA - Cleaner	Emergency First Aid at work	02/09/2019	01/09/2022

Mrs A Hancock	SBM	First Aid For Schools	29/03/2020	28/03/2023
Mrs I Sahi	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs P Tank	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
Mrs S Bagga	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
Mrs S Saleh-Fernandes	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs S Itlas	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Ms H Mahay	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs B Juneja	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Mathadu	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Mir	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs M Channa	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs R Neville	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
Miss H Duale	LSA	Paediatric First Aid	25/06/2021	24/06/2024

<b>Name of First Aider</b>	<b>Role</b>	<b>Type of First Aid Qualification</b>	<b>Date Acquired</b>	<b>Date Expires</b>
Mrs J Cruz	Assistant site manager Senior SMSA - Cleaner	Evacuation Chair		
Miss N Gater	LSA	Evacuation Chair		
Mrs L Thomas	LSA	Evacuation Chair		
Mr T Semczuk	Site Manager	Evacuation Chair		
Mrs A Hancock	School Business Manager	Evacuation Chair	16/10/17	
Mr T Kelly	Class Teacher	Evacuation Chair	16/10/17	
Mrs S Bagga	HLTA	Evacuation Chair	16/10/17	
Mrs R Mangat	Administrator	Evacuation Chair	16/10/17	
Ms L Nash	Class Teacher	Evacuation Chair	16/10/17	

Mrs R Bartholomew	Class Teacher	Evacuation Chair	16/10/17	
<b>Name of First Aider</b>	<b>Role</b>	<b>Type of First Aid Qualification</b>	<b>Date Acquired</b>	<b>Date Expires</b>
Mrs R Mangat	Administrator	Type 1 Diabetes	15/09/2017	
Mrs I Sahi	LSA	Type 1 Diabetes	15/09/2017	