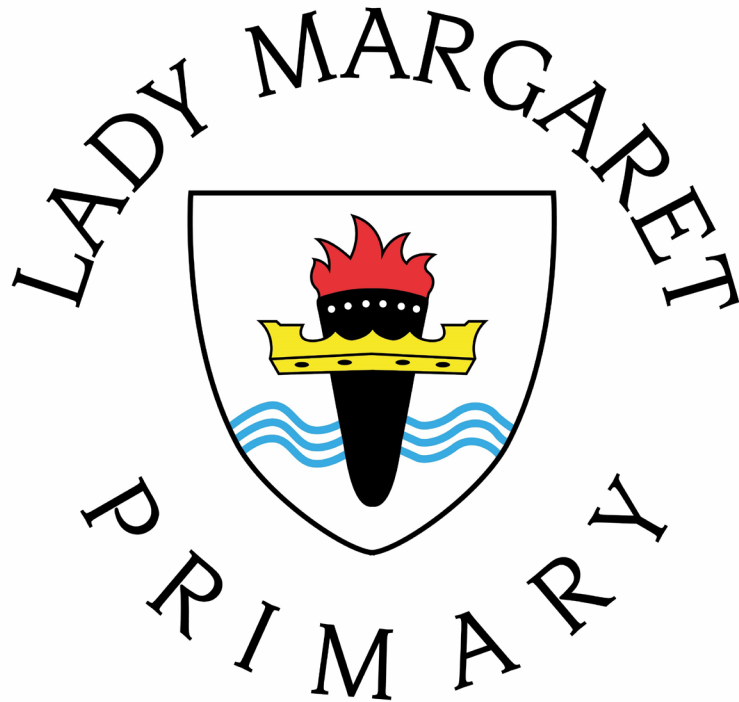


# Lady Margaret Primary School



## First Aid Policy

**Approved by:** Governing Body

**Date:** 13<sup>th</sup> September 2022

**Last reviewed on:** September 2023

**Next review due  
by:** September 2024

## Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. First aid procedures.....	4
5. First aid equipment.....	6
6. Record-keeping and reporting.....	6
7. Training.....	8
8. Monitoring arrangements.....	8
9. Links with other policies.....	9
Appendix 1: list of appointed person(s) for first aid and trained first aiders.....	10
Appendix 2: Detailed Accident/Incident Report (Reportable Injury).....	11
Appendix 3: First aid training log.....	14

## 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 **Alison Towers and Mandy Chana**. 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 or as directed by the health care plan.

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 on Medical tracker.
- Notify the headteacher when their qualifications need updating.

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 interim head of school**

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 medical leads 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 mobile phone
- A portable first aid kit
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - 2 disposable ice packs
  - 2 sick bags
- Information about the specific medical needs of pupils (health care plans)
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the class teacher, and checked by a member of core team 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Cold compresses
- Burns dressings

Medication is not kept in the first aid kits but is kept in class medical back packs.

First aid kits are stored in the following locations:

### **Ground floor**

- The medical room
- Peppermint room
- Under bench by doors to front playground
- The school office
- Lower hall

### **First floor**

- The upper school hall
- The library

## **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 on Medical Tracker
- 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 on 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 school's 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 class teacher or member of staff covering the class will inform parents verbally of any minor injury sustained during the day.

The first aider or a school administrator, in consultation with a member of the senior leadership team, will inform parents by phone or face to face, on the same day, or as soon as reasonably practicable of any major accident or injury sustained by a pupil, and any first aid treatment given. This includes head injuries, severe cuts or injuries requiring additional medical treatment.

### **6.4 Reporting to Ofsted and child protection agencies**

The head of school 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 head of school 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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.



## **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>
Miss L Thomas	LSA	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs N Marwan	NNEB	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs I Sahi	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs B Juneja	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Channa	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Mathadu	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Mir	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs P Tank	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Ms R Neville	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
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
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Ms H Mahay	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs R Mangat	Administrator	Paediatric First Aid	04/12/2021	03/12/2024
Miss Bahara Skandari	LSA	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs Nisha Aggarwall	NNEB	Emergency Paediatric First Aid	02/09/2022	02/09/2025

**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
--	---

### Appendix 3: First aid training log

Name of First Aider	Role	Type of First Aid Qualification	Date Acquired	Date Expires
Mrs A Dhaliwal	Class teacher	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 J Cruz	Senior SMSA	Anaphylaxis Asthma and Epilepsy training	30/10/2017	
Mr T Kelly	Class Teacher	Anaphylaxis Asthma and Epilepsy training	30/10/2017	
Ms A Towers	SENCO	Asthma training	14/07/2021	
Mrs M Chana	LSA	Asthma training	14/07/2021	

Name of First Aider	Role	Type of First Aid Qualification	Date Acquired	Date Expires
Mrs A Hancock	SBM	First Aid for Schools	29/03/2020	28/03/2023
Miss L Thomas	LSA	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs N Marwan	NNEB	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs I Sahi	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs B Juneja	Cover Supervisor	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Channa	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Mathadu	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024

		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs M Mir	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs P Tank	HLTA	Emergency First Aid at work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Ms R Neville	LSA	Emergency First Aid at Work	06/05/2021	05/05/2024
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
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
		Emergency Paediatric First Aid	02/09/2022	02/09/2025
Ms H Mahay	HLTA	Emergency First Aid at Work	06/05/2021	05/05/2024
Mrs R Mangat	Administrator	Paediatric First Aid	04/12/2021	03/12/2024
Miss Bahara Skandari	LSA	Emergency Paediatric First Aid	02/09/2022	02/09/2025
Mrs Nisha Aggarwall	NNEB	Emergency Paediatric First Aid	02/09/2022	02/09/2025

<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	Senior SMSA	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	10/03/2022	
Mrs B Wadhera	Adminstrator	Type 1 Diabetes	10/03/2022	
Miss V Vijayanandam	Class Teacher	Type 1 Diabetes	10/03/2022	
Mrs M Chana	LSA	Type 1 Diabetes	10/03/2022	
Ms A Towers	SENCO	Type 1 Diabetes	10/03/2022	
Miss H Mahay	HLTA	Type 1 Diabetes	10/03/2022	