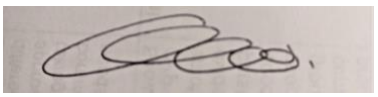
First Aid Policy

Policy Adopted by Executive Headteacher on: Autumn 2023/24

Policy Due for Review on: Autumn 2027

Signed

Ms. A. Parker, Executive Headteacher

Signed 

Mrs T. Wakefield, Chair of Teaching & Learning & Wellbeing Committee

1. Aims

1.1 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 accident and reporting the outcomes

2. Legislation and guidance

2.1 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, health and safety in schools and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid staff
- 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 states 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 The Federation's appointed person's (Bonneville - Martine Auton, Jessop – Antonia Jenkins, Stockwell – Cidalia Fraga) along with the listed of qualified first aiders 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
- 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 form on the same day, after an incident has occurred (Appendix 2)

3.2 The list with the school's appointed person and the qualified first aiders will be displayed around the school.

4. The Governing Board

4.1 The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Executive Headteacher, the Heads of School and the staff members.

5. The Executive Headteacher and the Heads of School

5.1 The Executive Headteacher and the Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid staff are present in school at all times
- Ensuring that first aiders have 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
- Ensuring that risk assessments, as appropriate, and 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

6. The Staff

6.1 School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the accident form (Appendix 2) for all incidents (major injuries or any head injuries) they attend to where a first aider is not called
- Informing the Head of School of any specific health condition or first aid needs

7. First Aid Procedures

7.1 In-school procedures

In the event of an accident resulting in an injury, the closest member of staff present will assess the seriousness of the injury and seek assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. These procedures will be followed:

7.2 Minor cuts and bruises

- First aider should administer first aid if appropriate
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Parents and carers **will not** be contacted by the school office
- Teacher observation is maintained

- Children are advised to show/tell parents
- Accident form **will not** be issued to the child

7.3 More serious accidents and injuries (all head injuries)

- First aider administers first aid
- Parents/carers are immediately informed, particularly if there is suspicion of broken bones/head or eye injuries
- The child is kept under close observation until parents/carers arrive, with the emphasis on making the child as comfortable and as settled as possible.
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Accident form **will** be issued to the child

7.4 Sprains

- First aider should administer first aid if appropriate
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- If in doubt, parents/carers are contacted
- Teacher observation is maintained
- Accident form **will** be issued to the child

7.5 Stings/Bites

- If case is serious, parents/carers will be contacted
- No stings should be removed
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Accident form **will** be issued to the child

7.6 Faints and Shocks

- First aider should administer first aid if appropriate
- Parents/carers are immediately contacted
- Accident is logged in the 'Accident Report Book' kept in the first aid box
- Pupil should be collected by parent/carer
- Accident form **will** be issued to child

7.7 Very serious injuries (severe bleeding, burns/scalds, unconsciousness, serious breathing difficulties)

- Ambulance is immediately called
- Parents/carers are immediately contacted
- Accident is subsequently logged in the 'Accident Report Book' kept in the first aid box
- First aider is assisted by a senior leader until the ambulance arrives on site
- Accident form will be issued to the child
- If the child remains at school and is not collected by a parent or guardian, all burns must be reviewed hourly for the rest of the day and parents informed of any changes

7.8 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

7.9 Risks assessment will be completed by the class teacher prior to an educational visit that involves taking pupils off school premises.

8. First Aid Equipment

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

- Cold compresses
- Plasters of assorted sizes
- Antiseptic wipes
- Disposable gloves
- Adhesive tape
- Triangular bandages
- Eye pad bandages
- Regular and large bandages
- Burns dressings
- Safety pins
- Scissors
- Eye wash

No medication is kept in first aid kits. First aid kits are kept in:

Bonneville	Jessop	Stockwell
Main lobby area (ground floor)	Main office	Cupboard by the Blue Printer Room
Staff Room	Nursery (in the cupboard labelled)	School Office
Nursery Block	Penguin Class	PPA Room
Reception Block	Inclusion office	Red Office
Portable first aid kits are taken on educational visits	AHT office	Inclusion Hub
	Lion Class	Classrooms
	Gazelle Class	Portable first aid kits are taken on educational visits
	Koala Class	
	Kitchen	
	Gorilla Class	

	Dolphin Class	
	Dinner Hall	
	Portable first aid kits are taken on educational visits	

Bonneville

	Name:	First Aid Date	Expires End
1	Lynn Bennady-Manar	September 2025	September 2028
2	Sonia Da Silva	September 2025	September 2028
3	Nicholas Braithwaite	September 2025	September 2028
4	Louie Dos Santos	September 2025	September 2028
5	Shobnom Wahid	September 2025	September 2028
6	Jasmine Negroni	September 2025	September 2028
7	Lisa Goodson	September 2025	September 2028
8	Arran Levy	September 2025	September 2028

Jessop

	Name:	First Aid Date	Expires End
1	Genovaite Kaminskiene	September 2025	September 2028
2	Darral Brown	September 2025	September 2028
3	Stephanie Serbis	September 2025	September 2028
4	Olivia Emenyeonu	September 2025	September 2028
5	Antonia Jenkins-Yusuf	September 2025	September 2028
6	Susan Banton	September 2025	September 2028
7	Tia Sin Sawyers	September 2025	September 2028
8	Ikra Karsandi	September 2025	September 2028
9	Vanessa Ponce Flores	September 2025	September 2028

Stockwell

	Name:	First Aid	Expires End
1	Adric Lutumba	Paediatric 27/01/2023	26/01/2026
2	Teresa Ferreira	Paediatric 27/01/2023	26/01/2026
3	Dina Mourao	04/09/2024	03/09/2027
4	Patricia Campbell	04/09/2024	03/09/2027
5	Debra Moses	04/09/2024	03/09/2027
6	Helia Leao Peres	04/09/2024	03/09/2027
7	Ana Oliveira	04/09/2024	03/09/2027
8	Lucia Melo	04/09/2024	03/09/2027
9	Jean Howe	04/09/2024	03/09/2027
10	Ngoc Yen Tu	04/09/2024	03/09/2027
11	Victoria Letts	29/04/2025	24/08/2028
12	Helen Rattigan	Paediatric 18/07/2024	03/09/2027
13	Michelle Kingsbury	Paediatric 10/03/23	09/03/2026
14	Elesha Notice	Paediatric 28/06/23	27/06/26
15	Mariola Florek	Paediatric 18/07/23	17/07/26
16	Rose Philocles	Paediatric 03/03/23	02/03/26
17	Guiliana Ruiz	04/09/2024	03/09/2027

9. Record-keeping and reporting

9.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible, after an incident resulting in an injury.
- All accidents, injuries, head injuries, ailments and treatments are reported in the 'Accident Report Book'.
- Records held in the 'Accident Report Book' will be retained by the school for a minimum of 3 years, in accordance with the regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- The information recorder will include: date, time, location of accident, type of injury, what happened to the child after the accident i.e. went back to class, collected to go home.

10. Reporting to the Health and Safety Executive (HSE)

10.1 The Executive Headteacher and the Heads of School will keep a record of any incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

10.2 The Executive Headteacher and the Heads of School 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.

10.3 Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries:
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction of 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 for more than 7 consecutive days (not including the day of the incident)
- Where an incident 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

10.4 Information on how to make a RIDDOR report is available here: How to make a RIDDOR report to the Health and Safety Executive (HSE)
http://www.hse.gov.uk/riddor/report.htm

11. Notifying Parents/Carers

11.1 The administrative team will inform parents and cares of accidents or injuries sustained by pupil, and first aid given, on the same day, or as soon as reasonably practicable.

11.2 The Executive Headteacher and Heads 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 it is reasonably practicable, and no later than 14 days after the incident.

11.3 The Executive Headteacher and Heads of School will also notify the London Borough of Lambeth of any serious accident or injury to, or the death of, a pupil while in the school's care.

12. Training

12.1 All school staff are able to undertake first aid training if they would like to.

12.2 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 electronically of all trained first aiders, what training they have received and when this is valid until.

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

12.4 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.

13. Monitoring and Arrangements

13.1 This policy will be reviewed by the Executive Headteacher and Heads of School every 2years. At every review, the policy will be approved by the full governing board.

Appendix 1

Stockwell Primary School and Children's Centre
Achieving excellence together

Accident Form

It is our policy to inform you if your child has had a more serious accident, especially if it is a head injury.

Date:_____ **Time:**_____

Child's Name: _____ **Class:**_____

Description of how the accident occurred: _____

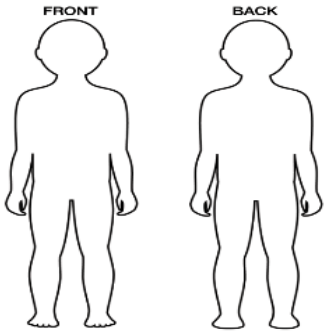
Place accident occurred: _____

Description of the injury:

_____

_____

_____



Treatment (please tick as appropriate)**:**

Gel/Ice pack ☐ **Plaster** ☐ **Cold Compress** ☐ **Sling** ☐ **Dressing** ☐

Any signs of injury? Yes ☐ **No** ☐

Frist Aider's Name: _____

Senior Leader's signature: _____

Parent/carer contacted: Yes ☐ **No** ☐

Ambulance contacted: Yes ☐ **No** ☐

Please keep an eye on your child, should you become concerned, take him/her to the doctor or A&E.

JESSOP PRIMARY SCHOOL
LOWDEN ROAD
LONDON SE24 0BJ
Tel: 0207 724 2333 Fax: 0207 274 5367

Accident Form

It is our policy to inform you if your child has had a more serious accident, especially if it is a head injury.

Date:_____**Time:**_____

Child's Name: _____ **Class:**_____

Description of how the accident occurred: _____

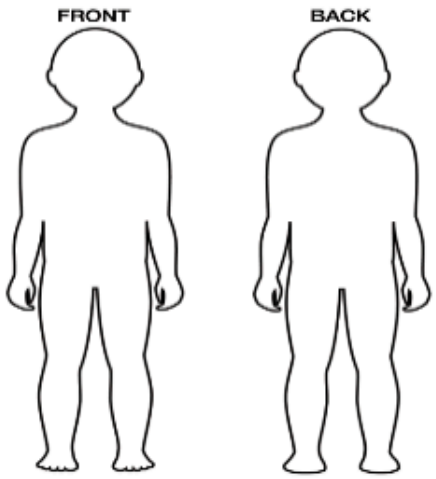
Place accident occurred: _____

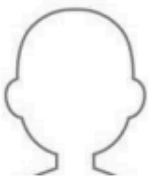
Description of the injury:

_____

_____

_____





Treatment (please tick as appropriate):

☐ **Gel/Ice pack** ☐ **Plaster** ☐ **Cold Compress** ☐ **Sling** ☐ **Dressing**

Any signs of injury? Yes No

Frist Aider's Name: _____ **Senior Leader's signature:** _____

Parent/carer contacted: Yes No

Ambulance contacted: Yes No

Please keep an eye on your child, should you become concerned, take him/her to the doctor or A&E.

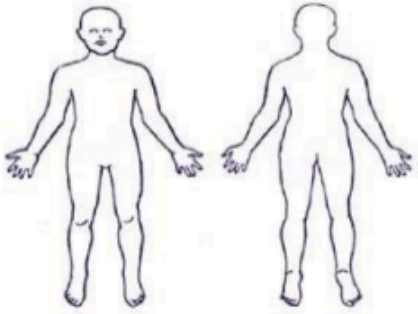
BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

To the parent/carer of _____

Your child suffered a bump or injury today (Date): _____.

Time of incident: _____



Description of the incident/injury:
(NOTE: If your child received a bump to the head, please see advice overleaf)

Care provided:

If you would like to discuss your child's bump or injury, you should speak to:

Bonneville Primary School
Bonneville Gardens
London SW4 9LB

Tel: 020 8673 1183
Email: admin@bonneville-primary.lambeth.sch.uk
Web: bonneville-primary.lambeth.sch.uk/

Headteacher:
Andrea Parker, BA (Hons), NPQH
@bonnevilleps

We make every effort to care for your child at school. Parents/carers should examine all injuries, and seek medical advice if you have concerns. We cannot normally offer advice about future medical care. If we have any information that may be of help it will be provided below.

Information/advice regarding ongoing care:

HEAD BUMPS
Did your child receive a bump to the head?

Head injuries require special attention.

Sometimes symptoms can develop many hours after the incident.

If your child received a bump to the head, you should pay attention to how (s)he acts and feels.

If your child develops a headache, or becomes sick, dizzy, drowsy or confused, you should seek immediate medical attention.