First Aid Policy
West Green Primary School

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Staff Responsibility	SLT
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Governor responsibility	FGB
Signed by Chair	Ameila Griffiths

Safeguarding Statement

At West Green Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at West Green Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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First Aid Policy
West Green Primary School

All staff at West Green Primary School have a duty of care to the children in our school.

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, guidance from the Health and Safety Executive (HSE) on incident reporting 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 and first aiders

The school's appointed person is **Arusa Ashiq**.

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

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- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- She also holds a paediatric first aid qualification

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 – always check with the appointed person first.
- Filling in an accident report (medical white slip and head letter where appropriate) at the time of the incident, or as soon as is reasonably practicable, after an incident, keeping a copy and providing a copy to the parents/carers via the child with a verbal explanation in person (or by phone call if necessary and always in the event of a head injury)
- Keeping their contact details up to date

Our school's trained first aid staff are listed in appendix C. Their names are also displayed around the school.

3.2 The local authority and governing board

Haringey LA 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 the appointed person and/or the 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports (medical white slip) for all incidents they attend to where a first aider or the appointed person is not called, keeping a copy and providing a copy to the parents/carers via the child with a verbal explanation in person (or by phone call if necessary).
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures (see appendix A)

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 or the appointed person, 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 appointed person and the emergency services. They will remain on the scene until help arrives
- The first aider/appointed person will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed person judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the appointed person will recommend next steps to the parents/carers
- If emergency services are called, the appointed person or SLT member will contact parents/carers immediately
- The first aider/appointed person will complete an accident report form (medical white slip) on the same day or as soon as is reasonably practical after an incident resulting in an injury
- For children with Care Plans with known conditions, the procedures as outlined in the Care Plan should be followed. (See Medical Needs Policy)

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times. In addition, there will be at least 1 person who has a current paediatric first aid (PFA) certificate present in the room where Reception children are eating.

In the event of a head injury:

- Head bumps/blows to the head should be treated immediately with an ice pack. All head injuries should be recorded on a separate form and a school copy made (Appendix B – Head Injury Notification) in addition to completing a medical white slip. Children should be given a head bump sticker so that all school staff know to monitor for signs of concussion. Parents/carers should be contacted in all head bump cases regardless of the outcome and a copy of the head injury notification form should be given to parents/carers.

In the event of body spillages including vomit:

- No adult in school should remove any body spillages, including vomit. If a child is sick or there are body spillages in the classroom or other shared space, they should be covered by a chair and paper towels, if available, and children removed from the area. Staff should notify the Office and a member of the Office Staff will contact the Site Manager who will clean the area.

<u>Lunchtimes:</u>

- The Senior SMSA is responsible for ensuring that the First Aid lunchtime box is in position centrally in the playground.
- The SMSAs are responsible for administering first aid for minor injuries and a medical white slip must be completed in each case. The child/teacher should be given the slip and teachers informed that a slip has been given.
- In the event of a serious injury the child should be taken by the SMSA to the Main office and handed over to **Arusa Ashiq**. The SMSA must complete the slip recording the injury.

Physical Education:

- All asthma inhalers should be taken with the children to Physical Education lessons if required as part of their CP. (Care Plan)
- If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened using the medical white slips.
- First Aid Kits are available from the School Office and ice packs are kept in the freezer box in the fridge in the Office. Portable first aid kits should be taken to all off-site events including Sports Day, together with inhalers and Epi-pens for those children who require them. (See off-site procedures section below)

Specific medical conditions:

All children with specific conditions eg. Asthma, epilepsy will have a Care Plan and notification of such is located in the Care Plan Notification file in the office, kitchens (if food allergy) and in the class file. Named and labelled medication including inhalers and Epi-pens, are kept in the Main Office in an accessible medical cupboard. (See Medical Needs Policy)

Medicines in school:

First aid trained school staff are willing to administer basic medicines in school eg. antibiotics, cream provided that this has been prescribed by a doctor and that a consent form is completed by the parent/carer, together with dosage directions. (See Medical Needs Policy)

Additional medical equipment/supplies:

The school has a defibrillator and holds 2 spare inhalers and 2 spare epi-pens.

4.2 Off-site procedures

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

- Access to a mobile phone
- A portable first aid kit including, at minimum:
    - 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
    - Medical tape
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
    - Medical disposal bags
    - Sick Bags/Paper Towels/sanitary towels
- Information about the specific medical needs of pupils and any specific medication for named children
- Parents/Carers' 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
- Medical tape
- 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 (including eye wash)
- Foil blanket
- Disposable gloves
- Medical disposal bags
- Sick Bags/Paper Towels/sanitary towels

Risk assessments will be completed by the appointed person, the Educational Visits Coordinator and the Class Teachers prior to any educational visit that necessitates taking pupils off school premises.
There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits that include Reception Class, as required by the statutory framework for the Early Years Foundation Stage. At least one PFA trained staff member will eat with Reception class on all trips.

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)
- Eye wash
- 2 individually wrapped triangular bandages (preferably sterile)
- Medical tape
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Office
- Reception Class
- Medical boxes taken to playtimes and lunch (centrally in the playground)
- Portable bags specifically packed for each class to be taken on every occasion the class or group goes off-site (such as trips, swimming, sports day etc…) – these are located in the office between uses

6. Record-keeping and reporting

6.1 First aid and accident record book

- A medical white slip will be completed by the relevant member of staff (usually a first aider) at the time of the incident as outlined above
- As much detail as possible should be supplied when reporting an accident, including all of the information included in medical white slip
- A copy of the slip will also be retained by the school for our records
- 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 Head Teacher, School Business Manager (SBM) and Site 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).

The SBM/HT will report these to the LA as well as 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
        - 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
- In the case of 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), the SBM will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident. The SBM will inform the LA of any work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 3 consecutive days (not including the day of the incident).
- 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)
- 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
http://www.hse.gov.uk/riddor/report.htm

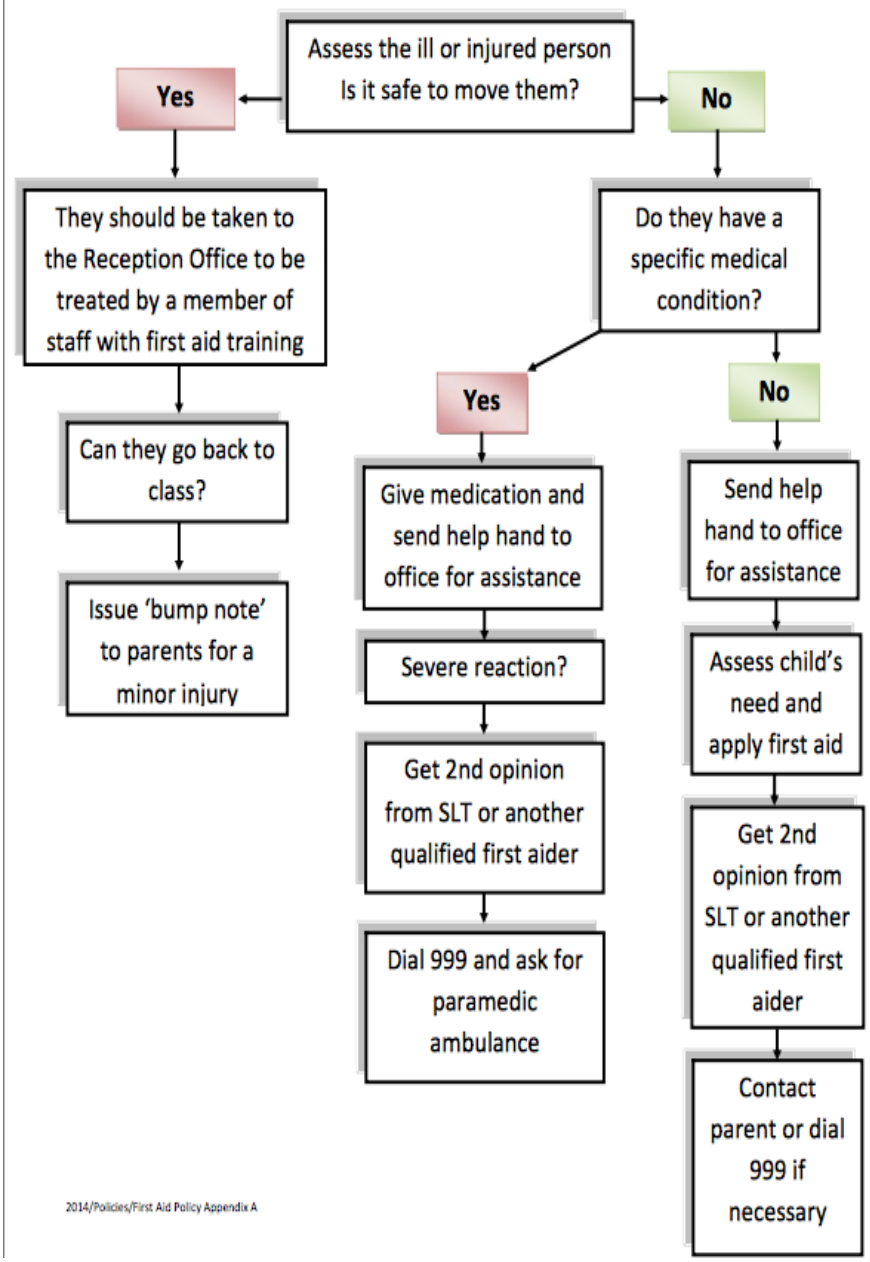
6.3 Notifying parents/carers

The appointed person, appropriate SLT member or school staff member will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

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 C).
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. The PFA certificate will be renewed every 3 years.

Appendix A: Medical Emergency - Flowchart



2014/Policies/First Aid Policy Appendix A

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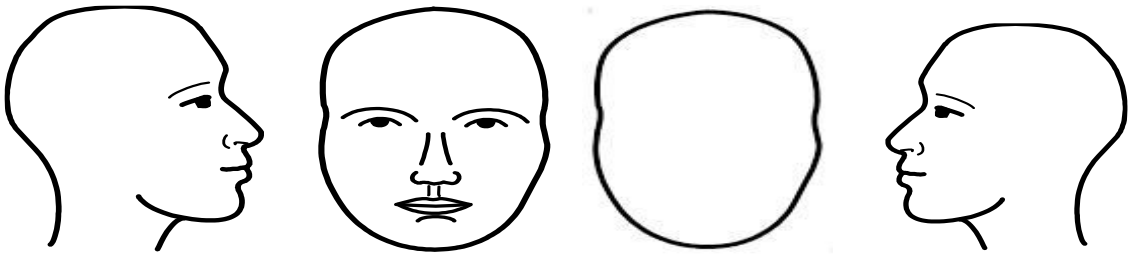
Appendix B: West Green Primary School

Child's name..... Class.....

Date

Dear ……

Today your child received a bump to their head. The details are as follows:



Right Front Back Left

Time:

Details of how and where the injury occurred:

How it was treated:

What happened next:

Although your child now seems fine we recommend that you keep a close eye on them for the next 24 hours and watch for the following symptoms;

- Headache
- Nausea
- Dizziness
- Blurred vision

If your child should display any of these symptoms you should seek medical advice.

Yours sincerely

Arusa Ashiq

Appendix C

FIRST AID AT WORK
(COVER AUTO-PEN INJECTORS AND ASTHMA)
Sept 2024 - Valid for 3 years

T/As & HLTAs		SMSAs
SOOTY CHIMONIDIES	KATE CAMPBELL	ALMA KEANE
JANET JORDAN	MERVE TARGAN	AMINA HAYEE
MELIKE SEN	KHADIJAH MIAH	AGNES AMALRAJ VANI
STELLA O'BRIEN	TARA POULTER	SEVDIE BUJUPI
RUSHE PECA		

SENIOR MEMBERS OF STAFF

LOU ARCHER	PREMILA SEECHARAM

INTENSE FIRST AID (2 DAYS)
EXPIRY DATES

1. ARUSA ASHIQ	LEVEL 3	25th JUNE 2027

PAEDIATRIC FIRST AID LEVEL 3 AWARD
EXPIRY DATES

1. SUSHMA AGGERWAL	14th May 2027
2. ARUSA ASHIQ	30th Sept 2027
3. STELLA O'BRIEN	8th Feb 2029
4. AMINA HAYEE	8th Feb 2029