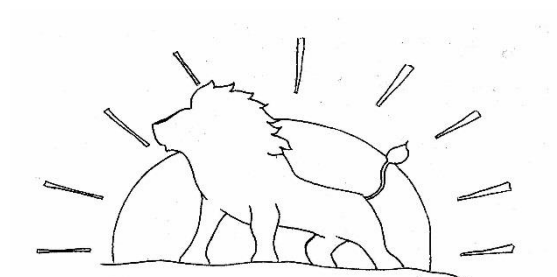


# **First Aid Policy**

Northwick Park MAT



Northwick Park Primary and Nursery  
We Take Pride



...working together

Approved by: LGBs

Last Reviewed On: March 21

Date: March 21

Next Review Date: March 22

## Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid equipment.....	5
6. Record-keeping and reporting .....	5
7. Training.....	7
8. Monitoring arrangements .....	7
9. Links with other policies .....	7
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	8

## 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

- The overall responsibility for the day-to-day management of school rests with the Executive Head Teacher.
- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.
- The school's Health and Safety Officers are the Executive Headteacher, Head of School, the Deputy Head Teacher and the Premises Managers.
- The Executive Headteacher is responsible for ensuring training is up to date.

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

The school's appointed person(s) (see appendix 1)

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 named certificates will also be displayed prominently around the school.

#### **3.2 The governing board**

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 and staff members.

#### **3.4 The Executive 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 Executive Headteacher or their manager of any specific health conditions or first aid needs

## **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, the relevant member of staff 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
- Critical Incident Action Plan

- Parents' contact details (if it is out of office hours)

Risk assessments will be completed by the risk assessment lead 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.

## **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 and wound dressings
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Alcohol free wipes
- Plasters of assorted sizes (including hypoallergenic plasters)
- Scissors
- Cold compresses
- Foil blanket
- Burn gel
- Eye wash (saline solution)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room (front of office)
- Medical area (by the reception playground doors)
- Nursery
- Basic first aid kit in all classes
- Kitchen

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

### **6.1 First aid and accident record folder**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form issued at school
- A copy of the accident report form will be sent home with the pupil and a copy is kept in school

- 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 Executive Headteacher 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 Executive Headteacher 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.

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

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)

<http://www.hse.gov.uk/riddor/report.htm>

## **6.3 Notifying parents**

The Executive Headteacher 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 Executive 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 Executive Headteacher will also notify Social Care 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 1).

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 by the Executive Headteacher annually.

At every review, the policy will be approved by the Executive Headteacher/LGBs.

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

This first aid policy is linked to the

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

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

Staff member's name	Role	Contact details
Tracy Smith	DHT/appointed person	01268 682322
Lisa Reed	LSA/appointed person	01268 682322
Suzanne Mackay	Nursery Nurse/appointed person	01268 682322
Nicola Wren	Nursery Nurse/appointed person	01268 682322
Nicky Salter	LSA	01268 682322
Jode Meakin	LSA	01268 682322
Sam Hurley	CT	01268 682322
Amy Webb	CT	01268 682322
Emma Read	LSA	01268 682322
Emma Hayter	LSA	01268 682322
Sam Fisher	LSA	01268 682322
Ann Short	Nursery Nurse	01268 682322
Nikki Giles	LSA	01268 682322
Jane Hepworth	LSA	01268 682322
Koni Burt	Nursery Nurse	01268 682322



Victoria Vanderpeer	LSA	01268 682322
Aimee Bunyard	LSA	01268 682322
Sam Mason	LSA/Lead MDA	01268 682322
Jill Beverly	HLTA	01268 682322
Cathy Turner	HLTA	01268 682322
<b>List of Northwick Park Primary Academy Staff</b>		
Nicky Lamy	Nursery nurse	01268 684554
Zahna Hull	Attendance Officer	01268 684554
Diane Jeffreys	Pastoral LSA	01268 684554
Matt Henderson	Caretaker	01268 684554
Faye Gilby	CT	01268 684554
Sarah Grant	Nursery Manager	01268 684554
Gill Harper	Office Staff	01268 684554
Lauren Hawkins	LSA	01268 684554
Lauren Hines	LSA	01268 684554
Debbie Johnson	LSA	01268 684554
Gemma Kain	LSA	01268 684554
Amy Jupp	LSA	01268 684554

Adam Keys	CT	01268 684554
Lynne Keys	Assistant Headteacher/Head of Foundation	01268 684554
Sarah Moffat	LSA	01268 684554
Hollie Moore	CT	01268 684554
Nina Mullaney	LSA	01268 684554
Alison Mussett	LSA	01268 684554
Nina Phillips	LSA	01268 684554
Natalie Smith	LSA	01268 684554
Cheryl Strange	LSA	01268 684554
Sharon Strange	Busy Bears Manager	01268 684554
Bev Thompson	Busy Bears Manager	01268 684554
Natalie West	LSA	01268 684554
Vicky Westerberg	LSA	01268 684554
Tayla Whiskin	LSA	01268 684554
Jodi Wilkin	LSA	01268 684554
Shannon Vincent	Training Teacher	01268 684554



