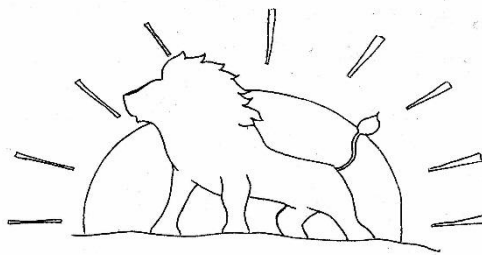


# First Aid Policy

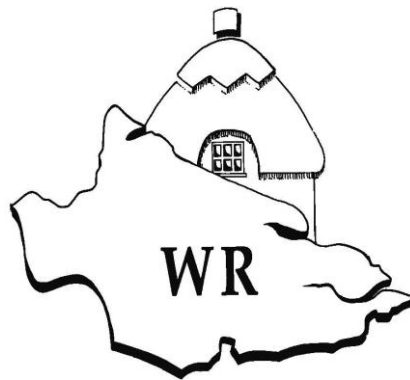
Northwick Park MAT



Northwick Park Primary and Nursery  
We Take Pride



...working together



Approved by: LGBs  
Last Reviewed: September 25

Date: March 21  
Next Review Date: October 2026

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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](#), 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 Education 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

- The overall responsibility for the day-to-day management of school rests with the CEO/Heads of School
- 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 CEO, Head of School, the Deputy Head Teacher and the Premises Managers
- The CEO/Head of School is responsible for ensuring training is up to date

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

The Senior Leadership Team act as the appointed persons. 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

Details of school first aiders are kept at school offices. Their named certificates will also be displayed 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 CEO/Head of School and staff members.

### **3.3 The CEO/Head of School**

The CEO/Head of School 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the Trust's first aid need
- 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 in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the CEO/Head of School 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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

- There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times

#### Additional Information Regarding Head Bumps

- Where staff are made aware that a child has bumped their head, they will be taken to the office to fill in a medical form. Parents will be called and the parent will sign the accident book to confirm they have received information about monitoring their child after they have bumped their head, and take responsibility for this.
- Teachers will be given a slip to ask them to keep an eye on a child after a head bump and either monitor them if they are well enough to remain in school or monitor them on their return to school, if this is within a 48 hour window of the 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 may 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
- 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 areas (by playgrounds)
- Nursery
- Basic first aid kit in all classes (class teachers to maintain in class)
- Kitchen
- First aid kits are taken to forest school areas when in use

Administering paracetamol or antihistamine:

On joining the school, parents are asked to sign a permission form for pupils to be given paracetamol/antihistamine at school if this is deemed beneficial. Parents/carers or contacts will be telephoned on the day to give further verbal permission before this medication is administered, if the need to do so arises.

## 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 CEO 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 CEO 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) 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

- Work-related 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). These cases will be reported to the HSE as soon as reasonably practicable and in any event, within 15 days of the accident
- 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 where 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

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 CEO/Head of School 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 CEO 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 CEO 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 and supported to renew their first aid training when it is no longer valid.

At all times, at least one 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.

Several staff members have attended specialist Forest School First Aid training.

## **8. Monitoring arrangements**

This policy will be reviewed by the CEO/ Heads of School annually.

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

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

The SLT act as appointed persons across the Trust.

First Aid Trained Staff:

First Aid Trained Staff:	
<b>Sarah Wright</b>	<b>Sarah Grant</b>
<b>Nicky Lamy</b>	<b>Laura Strange</b>
<b>Michelle Keen</b>	<b>Natalie West</b>
<b>Sarah Collier</b>	<b>Emilie Baker</b>
<b>Harry Keys</b>	<b>Lucy Holliday</b>
<b>Cheryl Strange</b>	<b>Jo York</b>
<b>Lauren Hines</b>	<b>Ashleigh Duvall</b>
<b>Annette Johnson</b>	<b>Paige Whitehall</b>
<b>Sam Lawrence</b>	<b>Steph Allen</b>
<b>Debbie Johnson</b>	<b>Nina Mullaney</b>
<b>Jo Burton</b>	<b>Sarah Kelly</b>
<b>Emma Wasdall</b>	<b>Zoe Watts</b>
<b>Sam Barr</b>	<b>Nerys Stoker</b>
<b>Kate Haste</b>	<b>Nicola Wren</b>
<b>Carly Wright</b>	<b>Sarah Arnold</b>
<b>Monica C</b>	<b>Lyndsey Grant</b>
<b>Lisa Tomlin</b>	<b>Natalie Roach</b>
<b>Kerry Miller</b>	<b>Sam Fisher</b>
<b>Rachel Gill</b>	<b>Jode Meakin</b>
<b>Jo Brown</b>	
<b>Tanya Coombes</b>	<b>Sue Arif</b>

<b>Sandra Cracknell</b>	<b>Julie Hammond</b>
<b>Lauren Power</b>	<b>Tom Spence</b>

2 Day First aid Training 3rd and 4th Sept at Northwick

Northwick Park

Sharon Ecott  
Cherelle Morgans  
Gemma Kain  
Emily Beaver  
Danielle Shepherd  
Jess Moles  
Abby Rowsell

Leigh Beck

Lisa Lewis  
Emma Read  
Jade Rudge  
Nikki Giles  
Alaina Gormer  
Lisa Catchpole

William Read

Fay Gilbe  
Tracy Linwood  
Jo Perry  
Lindsey Sholaim  
Jackie Wright  
Louise Hope.

Adult First Aid Trained:

Nicola Sames/Sam Williams/Nicky Lamy/Sarah Grant NP  
Donna Lewis/Sam Mason/Nicola Wren LB  
Amy Poupoutsi/Louise Giles WR



