



# First Aid Policy

ALLEN EDWARDS PRIMARY SCHOOL



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# First Aid Policy

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This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DFE (2000) guidance, which was updated in February 2022 called Guidance on First Aid for Schools (Appendix 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

## 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



## Roles and Responsibilities

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

The school's appointed person is Nicola Harris. 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 2. Their names will also be displayed prominently around the school.

### 3.2 The local authority and governing board

Lambeth Local Authority 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 an appropriate number of trained first aiders 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
- Ensure that at least 1 person who has a current paediatric first aid (PFA) certificate is on the premises at all times.
- 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 in school are
- Completing accident reports on CPOMS and the letter for parents (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. FIRST AID EQUIPMENT AND FACILITIES

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers are available and restocked when necessary.

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

No medication is kept in first aid kits.

First aid kits are stored in:

- In all year groups, in a cupboard with a first aid sign on the door. The allocated playground first aider ensures that they take their first aid kit onto the playground
- The medical room
- All science labs
- The school kitchens

The small bags that are taken on trips will be replenished by the year group on return to school and checked by the appointed person at the end of each term.

First aid boxes and equipment are taken on all school educational and sporting visits.

Basic hygiene procedures must be followed by staff administering first aid treatment. Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

## 5. First aid procedures

### 5.1 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 the 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/ SLT will recommend next steps to the parents
- If emergency services are called, a member of SLT 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 on CPOMS and complete a letter for parents outlining the accident

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### 5.2 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 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
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - Information about the specific medical needs of pupils
  - 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 x 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 person leading the trip and signed off by the educational visits coordinator or a member of SLT prior to any educational visit that necessitates taking pupils off school premises.

For Early Years visits, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

## 6. Record Keeping and Reporting Accidents

### 6.1 Recording and Reporting First Aid

- All minor injuries and First Aid Treatments given are recorded on CPOMS. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- The school office will contact parents by telephone and with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident
- Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given through an accident form, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.
- Records held on CPOMS 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
- For more serious injuries, a Lambeth Council Accident Form is completed (ARP3)
- In the event of a medical emergency and if the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'

### 6.2 Reporting to the HSE

The 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).

The business manager will report these to 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.

### 6.3 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
- 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). In this case, the business manager will report these 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 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)

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

#### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

The business manager 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 business manager will also notify Lambeth Social Services of any serious accident or injury to, or the death of, a pupil while in the school’s care.

### **7. TRANSPORT TO HOSPITAL OR HOME**

The head teacher will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted, then the Head teacher or a member of the Senior Leadership Team may decide to transport the pupil to hospital.



Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## **8. 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.

All staff will complete asthma training and allergies training through the NHS annually.

## **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

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

## Appendix 2:




**Allen Edwards Primary School**  
 Studley Road, London, SW4 6RP  
 Headteacher: Louise Robertson

Date \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ in class \_\_\_\_\_

Where was the child injured:



Time of incident:  
 Place of incident:  
 Action taken:  
 Incident outline:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete if call was made to parent







|                                   |  |
|-----------------------------------|--|
| Parent's/Carer's Response to call |  |
| Time                              |  |

Name of First Aider (BLOCK CAPITALS) \_\_\_\_\_

Signature of First Aider \_\_\_\_\_ Date \_\_\_\_\_

---

**Individually Strong, Collectively Stronger!**

**School Business Manager: Sadjida Bocus**  
 Telephone: 020 7622 3985. Fax: 020 7627 5004  
 Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)  
 School's Learning Platform : [www.j2e.com](http://www.j2e.com)

## Appendix 3:

### Allen Edwards First Aid Register

| <b>Workplace First Aid</b>  |                             | <b>Result</b> | <b>Certificate Date</b> | <b>Expiry Date</b> | <b>Level 3 Qualified First Aider</b> | <b>Expiry Date</b> |
|-----------------------------|-----------------------------|---------------|-------------------------|--------------------|--------------------------------------|--------------------|
| 1                           | Barbara David               | Passed        | 10/05/20                | 10/05/23           |                                      |                    |
| 2                           | Caroline Dartnell           | Passed        | 07/05/20                | 07/05/23           |                                      |                    |
| 3                           | Joanne Smith                | Passed        | 12/05/20                | 12/05/23           | 21/01/2022                           | 21/01/2025         |
| 4                           | Loretta Johnson             | Passed        | 11/05/20                | 11/05/23           |                                      |                    |
| 5                           | Sandrine Mouziyane          | Passed        | 09/05/20                | 09/05/23           |                                      |                    |
| 6                           | Leanna Cunningham           | Passed        | 07/05/20                | 07/05/23           |                                      |                    |
| 7                           | Mark Kelly                  | Passed        | 20/07/21                | 19/07/24           | 21/01/2022                           | 21/01/2025         |
| 8                           | Charlene Williams           | Passed        | 08/07/21                | 07/07/24           | 21/01/2022                           | 21/01/2025         |
| 9                           | Gerodine Wisdom             | Passed        | 07/10/21                | 06/10/24           |                                      |                    |
| 10                          | Michelle Stewart-Worrell    | Passed        | 14/11/29                | 13/11/22           |                                      |                    |
| 11                          | Evelyn Dankyi               | Passed        | 22/11/19                | 21/11/22           | 21/01/2022                           | 21/01/2025         |
| 12                          | Maria McBean                | Passed        | 20/01/20                | 19/01/23           |                                      |                    |
| 13                          | Juliet Gittens              | Passed        | 06/07/20                | 06/07/23           |                                      |                    |
| 14                          | Christine Christie          |               |                         |                    | 21/01/2022                           | 21/01/2025         |
| 15                          | Nancy Ayivor                |               |                         |                    | 21/01/2022                           | 21/01/2025         |
| 16                          | Sandra Edgar                | Passed        | 17/02/22                | 16/02/25           |                                      |                    |
| <b>Paediatric First Aid</b> |                             |               |                         |                    |                                      |                    |
| 1                           | Shirley Pinnock             | Passed        | 10/10/19                | 09/10/22           |                                      |                    |
| 2                           | Claudia De Oliveira         | Passed        | 31/10/19                | 30/10/22           |                                      |                    |
| 3                           | Sherine Campbell            | Passed        | 13/11/19                | 12/11/22           | 21/01/2022                           | 21/01/2025         |
| 4                           | Visare Kika                 | Passed        | 01/11/19                | 31/10/22           |                                      |                    |
| 5                           | Jennifer Gutierrez Sandoval | Passed        | 03/03/20                | 02/03/23           | 21/01/2022                           | 21/01/2025         |
| 6                           | Clara Cases Tarres          | Passed        | 06/12/20                | 05/12/23           |                                      |                    |
| 7                           | Hayley Stradling            | Passed        | 30/11/20                | 30/11/23           |                                      |                    |
| 8                           | Michelle Stewart-Worrell    | Passed        | 21/07/21                | 20/07/24           | 21/01/2022                           | 21/01/2025         |