

Kingsbury Green Primary
School

First Aid Policy

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(4 YEAR REVIEW CYCLE)



EMPATHY AGILITY HARDWORK

	Name of School	Kingsbury Green Primary School
	Policy Name	First Aid Policy
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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](#), 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 Roles and responsibilities.

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed School Welfare Officer is Maria Connell. 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 "Medical Tracker" 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Brent 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 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 in school are

- Completing accident reports (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 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 The School Welfare Officer or another First Aider, if appropriate, who will provide the required first aid treatment
- The School Welfare Officer, 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 School Welfare Officer will also decide whether the injured person should be moved or placed in a recovery position
- If the School Welfare Officer 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 School Welfare Officer or a member of the SLT will contact parents immediately
- The School Welfare Officer 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 First Aiders

- The school has three First Aid Officers (3 day First Aid at Work trained, which also qualifies staff as Paediatric First Aiders), who cover the school day from 8am to 6pm. There are additional qualified Emergency First Aiders in accordance with the H.S.E. & LA recommendations, including 4 qualified Paediatric First Aiders for EYFS pupils. The School Welfare Officer maintains an up to date list of those employees who have undergone First Aid training and ensures this is displayed in all areas across the school, including EYFS.
- In the absence of the School Welfare Officer a suitably qualified First Aider covers all aspects of the First Aid Room under the guidance of the duty SLT member.
- All new staff are informed of First Aid arrangements and made aware of this policy as part of the induction process.
- It is emphasised that the team consists of qualified First Aiders and not trained nurses or doctors.

4.3 Accident Procedures

- During playtimes and lunchtimes injuries that require first aid treatment must be sent to the First Aid Room for checking
- Minor incidents and accidents are attended to, wounds cleaned etc. and recorded and the child returned to the playground / classroom when possible and practical. See section below on **Protection against Blood Borne Disease and Dealing with Blood and Body Fluid Spills**.

4.4 Illness

- Labelled buckets are available in the First Aid room for pupils who feel sick. Appropriate cleaning products are kept in the First Aid room and in the caretaker's cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected. See section below on **Dealing with Blood and Body Fluid Spills**, for further details.
- If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last episode has

elapsed.

4.5 Head Injuries

If any head injuries present with one or more of the following signs then we will call 999 and ask for an ambulance. The signs are:

- Unconsciousness – brief or longer
- Fits or Seizures
- Difficulty speaking or staying awake.
- Problems with the senses - such as loss of hearing or double vision.
- Repeated vomiting
- Blood or clear fluid from the ears or nose
- Memory loss

4.6 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 as above
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the adult leading the Visit and ensuring it has been approved by the HT 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 any school trips and visits in KS1 and KS2.

Group risk assessments must include the names of pupils with medical needs and an indicator of the medical need eg asthma, low immune system, diabetes, Epipen (including those who have their own IHP / individual risk assessment) and also the names of staff with medical needs (these risk assessments are labelled as 'confidential')

5.0 First Aid Equipment

- The main school has a First Aid room with a fixed locked cabinet for medication, a locked fridge, a bin for waste materials and fully equipped bathroom. This room has an external line for emergency calls. Details of all children with a medical condition and those requiring medication are kept in this room – including copies of care plans.
- The EYFS has parallel First Aid facilities. There are First Aid travel kits placed in the main office, the Deputy Head Teacher's Office on the second floor in Key Stage 2
- The School Welfare Officer Checks and orders stock, replenishes the boxes around the school, disposes of any out of date items and ensures that enough stock is maintained to supply the school.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school dining hall
- The school kitchens
- EYFS- Nursery Medical room

No Medication is kept in First Aid Kits.

6.0 Record-keeping and reporting

6.1 First aid and accident Records

- All Incidents/Accidents are recorded on “Medical Tracker”. A detailed report of each accident includes information about time, date, name of child, class, location, including how the accident occurred, outcome and treatment.
- 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

In accordance with the H.S.E. requirements all visits to the First Aid room are recorded.

All incidents are recorded on an online APP called “Medical Tracker”. Emails reporting an injury to parents are also sent via “Medical Tracker”.

- Where any head bumps/injuries have occurred, this is confirmed with a phone call. For ‘home alone’ pupils, parents are telephoned, along with email confirmation from Medical Tracker informing parents of this
- Any visible mark on the face or head or any swelling to any part of the body parents are informed by phone call and Medical Tracker email. In the EYFS, parents are always spoken to directly, and parents / nominated collecting adults are asked to sign the EYFS Medical Book to confirm they are aware of the injury. The EYFS log book notes this.
- If a child has an accident which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents are informed and arrangements are made as to where they should meet their child. If parents cannot be contacted a member of staff will accompany the child and stay with them until the parents arrive. Staff should not take children to hospital in their own cars.
- In the case of non-urgent hospital treatment parents will be informed immediately and arrangements made for the parents to collect their child.

6.2 Reporting to the HSE

The School Welfare Officer 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 School Welfare Officer 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 Early Years Paediatric Qualified First Aid staff member 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 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 Headteacher will also notify Brent LADO 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 3).

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 Medication

Administration of Medication

- To enable good attendance, at the Head Teacher's discretion, some non-prescribed medications are accepted at school. These are only accepted in original containers and administered by the Welfare Officer, according to the container's instructions. These medications include treatment for hay fever, minor allergies, conjunctivitis and ringworm.
- A parental consent form must be completed for administration of any medication (*Microsoft form on website*)
- Short-term prescribed medication e.g. antibiotics are administered by the School Welfare Officer providing this has been prescribed by a GP, or other suitably qualified UK healthcare practitioner, and the appropriate parental consent form has been completed.
- Long-term prescribed medication e.g. long course of antibiotics, asthma relievers are administered by the Welfare Officer providing this has been prescribed by a G.P in the UK or other suitably qualified UK healthcare practitioner, is in date and the appropriate parental consent form has been completed.

- Aspirin based products are not administered in school unless prescribed by a doctor

Procedures for the administration of medication

- The Welfare Officer is responsible for the administration of medication, once the parental consent form has been completed, and for keeping a record of this. They will only be required to do so if they have had appropriate training.
- The Welfare Officer is responsible for keeping a record of all the medication held on the premises and keeping the record up to date.
- Teachers should not administer medication unless they volunteer to and / or when they accompany children on a day visit or residential visit. In such a case teachers should only volunteer if they have been suitably trained, or if the administration of the medication requires no special training.
- Although it is the parents' responsibility to complete the appropriate forms for the administering of long-term medication and to keep the school informed of any changes, the school will always support parents to complete forms. However, no medication will be accepted in school without a signed consent form.
- It is the Head Teacher's responsibility to ensure that staff who administer medication are suitably trained.
- All teachers and relevant support staff in the main school and in the EYFS will be made aware of children with on-going medical conditions and those requiring medication.

When administering medication, KGPS (including EYFS) practice is as follows:

- Refer to written instructions received by the school
- Check the prescribed dose
- Check expiry date
- Check the prescribed frequency of the medicine
- Measure out the prescribed dose and check the child's name again (for liquid medicines parents should provide measuring spoons)
- Complete the record book with all the details required when the child has been given the medicine (what has been given, when it was given, dosage and any side effects to be noted).
- If there are any uncertainties do not give the medicine but check with the child's parents or doctor.
- Medication for long term/ongoing treatment e.g. asthma, is checked monthly. The school will inform a parent when the medication is approaching its 'use by date' or is running out. The check is recorded on the Medicine Cabinet Check list.
- Lead School Welfare Officer monitors EYFS medication records monthly and records this on the Medicine Cabinet Check List.

Storage of medication

- Medicines are stored in the container supplied and must be clearly labelled with the name of the child, instructions for usage and expiry date.
- Some medicines may need to be kept in the fridge e.g. liquid antibiotics, insulin. In line with LA guidance (Sept 2012), these medicines must be placed in a suitable separate container for each child, with the container clearly labelled with name of child and name of medicine.
- All medicines must be in a secure place e.g. with the children concerned and all staff aware of how to access this
- Asthma medication is readily available to children and must not be locked away.
- Any unused or out of date medication should be returned to the parent/guardian or to the local pharmacy, accompanied by a letter from the school.

Employees' Medicines

- Staff may need to bring medicine into school. They have clear personal responsibility to ensure their medicines are not accessible to children. A locked cabinet is available in the Medical Room.
- **Life threatening conditions (including Epi Pens)**
- Any children diagnosed as requiring an Epi Pen in the EYFS will have two Epi Pens. One will be kept in the EYFS First Aid room and the other will be kept in the main school First Aid room.

- Any children diagnosed as requiring and Epi Pen in Key Stage 1 and Key Stage 2 will have them stored in the First Aid room in the main school.
- Photo / information sheet containing all the 'Need to Know' children i.e. those with Anaphylactic / severe allergies / severe asthma / Epilepsy needs is available in the school office, First Aid Room and the school kitchen, as well as all classrooms in the 'Teacher Confidential folder' on the wall, near the teacher's desk

9 Monitoring arrangements

This policy will be reviewed by the SBM every 4 years.

At every review, the policy will be approved by the Full Governing Board

10 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 condition.
- Safeguarding Policy

APPENDIX 1

FIRST AID QUALIFIED STAFF

<p>FIRST AID AT WORK 3 day qualification Maria Connell Sept 23 Mayuri Pindolia Sept 23 Julie Smith Bolger Sept 23 Varsha Chudasama Sept 23 Rebecca Brown Sept 23 Leanne Chorekdjian-Jojaghalian Sept 23</p>	<p>PAEDIATRIC FIRST AID 2 day qualification Danni Munroe Card Sept 2021 Alison Moran Sept 2021 Helena Sears Sept 2021 Thurs & Fri Fatuma Sharif Sept 2021 Judita Kantorova June 2023 Humera Ahmed June 2023 Shamin Zaman June 2023 Thekla Chambi June 2023 Bridget James June 2023 Kevin Baci June 2023</p>
<p>EMERGENCY FIRST AID IN THE WORKPLACE 1-day qualification Expiry October 2021 Sunita Sikotra Valambhia Ilona Noel John Card Devu Hirani Sharnae Scantlebury Maryann Nwogbe Shakira Johnson Thomas Dragana Bengougam</p> <p>Expiry July 2023 Nilam Hirani Hansa Valji Sunita Kerai Amandeep Panesar Michael Sugure Reena Sakiria</p>	<p>EMERGENCY FIRST AID IN THE WORKPLACE 1-day qualification Expiry Sept 2023 Susan Taylor Michael Sugrue Geraldine Cunningham Annett Hosalla – Butt Nilam Hirani Hansa Valji</p> <p>Expiry Sept 2023 Maria Magdaroag Janet Banjo Nawel Badji Susan Taylor Annett Hosalla Butt Geraldine Cunningham</p>



