

Roxbourne Primary School



First Aid Policy

Author	Headteacher
Link Governor (if applicable)	Chair of Governors
Review Cycle	Annually
Review Date	October 2023
Date of Next Review	October 2024
Approved By	The Headteacher
Requirement	Statutory

Roxbourne Primary School – First Aid Policy

The school recognises its responsibility to provide first-aid and will ensure that staff, pupils and any other visitors while on site, have access to adequate facilities and materials at all times during the working day.

Aims: The aims of our first aid policy are to:

1. Ensure the health and safety of all staff, pupils and visitors
2. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
3. Provide a framework for responding to an incident and recording and reporting the outcomes

All staff must know:

4. How to call the emergency services - dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
5. The names of and how to contact First Aiders
6. The location of the nearest first-aid box. All staff are expected to use their best endeavours in the event of a first-aid emergency.

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplication's](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

1. [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
2. [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
3. [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
4. [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
5. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
6. [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

The school will ensure that there is adequate and appropriate equipment and facilities to provide first aid for both pupils and staff.

Roxbourne Primary school has Early Years provision onsite. At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

- It is expected that all staff will encourage children to maintain a high standard of hygiene. This should be modelled by all staff through the use of basic hygiene procedures e.g. single use disposable gloves, hand washing and careful disposing of dressing etc.
- The school will undertake suitable and sufficient assessments of the risks to the Health and Safety of all members of the school community.
- The school will have specific risk assessments in place to manage the Health and Safety of all members of the school community in relation to viral pandemics e.g. Covid19
- The school will ensure that there are sufficient trained First Aiders in the school.
- The list of first aiders will be displayed within the school.
- The school will ensure that medications are kept safe. Only in exceptional circumstances will pupils be allowed to retain medicines in their possession.
- The medical room displays information regarding infections and communicable diseases.
- The school will comply with the procedures relating to communicable diseases.

The Local Authority and Governing Body

Harrow 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 Head Teacher and staff members.

Head Teacher

- The Head Teacher 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

All First Aiders/appointed person are responsible for:

- Giving immediate help to casualties with common injuries or illnesses.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned if appropriate.
- Communicating with the school office to ensure phone calls to parents/carers are made informing of any accidents or illnesses.
- Looking after and restocking the first-aid boxes and any other first-aid equipment in their area of responsibility and twice termly checks to be undertaken to check contents and expiry dates.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider.

Their role includes:

- Taking charge when someone is injured or falls ill,
- Calling an ambulance (where required)
- In the highly unlikely event that a first aider is not present on an occasion, an appointed person will be named.

All staff are responsible for:

- Giving immediate help to casualties with common injuries or illnesses.
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 1) 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
- Adhere to risk assessments and procedures relating to specific health related issues e.g.viral pandemic/ Covid19

The school office will:

- 1.1 Check expiry dates on medications kept on school premises.
- 1.2 Inform the catering team of staff and pupils with any known food allergies.
- 1.3 Complete care plans with parents and ensuring these are updated as needed
- 1.4 Contact parent/cares to inform of illness or injury

Parents and Carers

- Parents will ensure the school has up to date contact information and has on record the GP surgery
- that their child is registered with as this information would need to be given to paramedics/ hospitals in an emergency
- Parents will fully inform the school of any medical needs that may require attention during the school day or relevant learning experiences
- Parents will inform the school of any changes in medical conditions including providing any relevant documentation from GPs or Consultants.
- Parents will ensure that any prescription medicine is both appropriate and in date, this includes the provision of medicine that needs to be refreshed e.g. Epi Pens.
- Parents will ensure that they follow national, local and school procedures relating to notifying, self-isolating and managing specific health related issues e.g. viral pandemic/ Covid19

1 First aid procedures

In school

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
- A member of SLT is informed of the incident
- 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 school office 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.
- The Facilities Manager will be informed where appropriate and asked to complete a full investigation into the location to determine what caused the incident. Following on from this, appropriate measures will be put in place to avoid this happening again.
- Procedures in the medical room will be managed in line with the risk assessments in operation at the time for example relating to specific health related issues e.g. viral pandemic/ Covid19

Off-site procedures

- When taking pupils off the school premises, staff will ensure they always have the following:
- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Contact details for duty staff at school
- Risk assessments and relevant documentations / steps will be completed by the Education Trips Officer prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider on school trips and visits.
- For Early Years there will always be at least one member of staff with a current paediatric first aid certificate on educational visits, as required by the statutory framework for the Early Years Foundation Stage.

First aid boxes are stored in:

- All classrooms
- Near Playgrounds
- The medical room
- Emergency first aid kits are available for use off site on educational visits. (available from the medical room)

All first-aid stock is kept in the first-aid room. The first-aid room is located on the ground floor near the office.

Access to the first-aid room is available at all times when staff or pupils are on the premises.

First Aid equipment

Contents of First Aid boxes in classrooms:

The contents of each first aid box are listed in the box. Back-up supplies of first aid equipment are to be obtained from a cupboard in the first-aid room

- Individually wrapped plasters (assorted size)

- Individually wrapped non-adherent dressings
- Disposable gloves
- Disposable sick bags
- Boxes of tissues

Educational Visits

Travelling First Aid bags: There are first-aid bags available in the first aid room to take to outdoor activity/ events. A list of contents is to be found with each bag. Any first-aid items used should be replaced immediately on return from the educational visit.

- Individually wrapped plasters (assorted size)
- Individually wrapped non-adherent dressings
- Adhesive tape
- Disposable gloves
- Disposable sick bags
- Disposable cold compress
- 2 boxes of tissues
- 1 sling
- 1 bandage
- Antiseptic wipes

Cuts

- All open cuts should be covered after they have been treated with a medical wipe.
- Children should always be asked if they can wear plasters BEFORE one is applied.
- Children who are allergic to plasters will be given an alternative dressing.
- Minor cuts should be recorded in the accident file and parents informed.
- Gloves should be worn when treating an open cut which is bleeding profusely
- All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

Medication

Medicines will only be accepted for administering during the school day as an exceptional matter with the specific prior agreement of the Headteacher. In such cases detailed written instructions for the administration of medicines must be received from the parent.

The medication must be prescribed medication that is labeled for the specific pupil and must be in date.

E.g. If an epi-pen (which is stored on site) is found to be out of date then the parent will be contacted and asked to replace it.

Expired EpiPens will not be administered to pupils. The school will have a limited number of these available but must have parental consent to administer one if the situation arises.

The school will ensure that medications are kept safe. Only in exceptional circumstances will pupils be allowed to retain medicines in their possession.

Expired medication is returned to the family for them to arrange safe disposal.

Head Injury - Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the pupil should be given a sticker to wear indicating they have bumped their head. The adults in the class must be informed and keep a close eye on the progress of the pupil. ALL bumped head incidents should be recorded in the accident book with the white slip being sent home for parents.

If a pupil sustains a bump to the head (caused by hitting a hard object e.g., floor or door) or any facial injuries the parent/carer must be informed. The first aider must inform the school office who will contact the parent.

Reporting accidents and record keeping: (Appendix 1)

All members of staff should complete an accident form as soon as possible after it has occurred. After administering first-aid, you should ensure that the first-aid treatment log book is completed and the copy is distributed. The top (white) copy is sent to the parent, the second (yellow) copy stays in the log book.

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.

Reports must contain:

- Pupil's full name and class
- Date, time and location of accident
- A brief factual description of the accident/illness and any first-aid treatment given.
- Details of what happened to the casualty immediately afterwards - for example returned to class, went home or needed hospital treatment.

Employees, Visitors & Contractors (see appendix 2)

Where an employee is injured they should report the incident, using Evotix Assure (Harrow LA portal) [here](#) If this is not possible (due to their injuries) then someone may do this on their behalf.

Staff accident books must be retained for a minimum period of three years from the date of the last entry. However, it is good practice to retain the book for ten years.

Where a contractor, member of the public, or other non-employee is injured on school premises, managers must record the circumstances of the accident and details of the injured person using the local authority portal Evotix Assure.

Reporting to the HSE/Local Authority

The School Business Manager (SBM) 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 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 scalding 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>

Notifying parents

If a pupil is hurt which results in a mark or bump to the head or face, or if a pupil is hurt following an incident with another pupil, parents will be advised as soon as possible by the first aider/school office.

Not all incidents are reported directly from the first aider/school office to the parents. Some of this information will be relayed by the class teacher at the end of the day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Head teacher or senior leader 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 Designated Safeguarding Lead will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

The Head teacher, or a member of SLT if off site, should be informed immediately about any incident if it is at all serious or particularly sensitive e.g. when a pupil has had to go to hospital or if one pupil has caused deliberate damage to another or where negligence might be suggested. Accidents to a member of staff involving personal injury must be recorded.

Training








All school staff are able to undertake first aid training if they would like to. They should inform the school business manager to arrange this.








All First Aiders are to undertake emergency first-aid training to help them cope with an emergency. They must complete a training course approved by the Health and Safety Executive (HSE). Refresher training is required every three years.

Staff are encouraged to renew their first aid training when it is no longer valid (usually after three years). 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.

All staff are trained to administer an epipen. The school nurse provides this training.

APPENDIX 1: Pupil First Aid report

ACCIDENT, INCIDENT & ILLNESS REPORT FORM																					
FOR THE ATTENTION OF THE PARENT / CARER																					
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital																					
Pupil's name: RASHID BENSERKATIN	Class/Form: 6E																				
Location of accident/incident: PLAYGROUND	Date: 02/09/20 Time: 08:35																				
Detail of treatment: - GRAZE CLEANED (KNEE) - PLASTER APPLIED	LEA Accident Report No (if Applicable): N/A Treatment administered by: MR R BENSERKATIN Additional comments: N/A																				
Please tick as appropriate below <input checked="" type="checkbox"/>	Mark Location of Injury																				
<table border="1"> <tr><td>Bump / Bruise</td><td><input type="checkbox"/></td></tr> <tr><td>Vomiting / Nausea</td><td><input type="checkbox"/></td></tr> <tr><td>Nosebleed</td><td><input type="checkbox"/></td></tr> <tr><td>Headache / High Temperature</td><td><input type="checkbox"/></td></tr> <tr><td>Head Injury</td><td><input type="checkbox"/></td></tr> <tr><td>Cut / Graze</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Asthma</td><td><input type="checkbox"/></td></tr> <tr><td>Other:</td><td></td></tr> </table>	Bump / Bruise	<input type="checkbox"/>	Vomiting / Nausea	<input type="checkbox"/>	Nosebleed	<input type="checkbox"/>	Headache / High Temperature	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Cut / Graze	<input checked="" type="checkbox"/>	Asthma	<input type="checkbox"/>	Other:		<table border="1"> <tr><td>Front</td><td>Back</td></tr> <tr><td></td><td></td></tr> </table>	Front	Back		
Bump / Bruise	<input type="checkbox"/>																				
Vomiting / Nausea	<input type="checkbox"/>																				
Nosebleed	<input type="checkbox"/>																				
Headache / High Temperature	<input type="checkbox"/>																				
Head Injury	<input type="checkbox"/>																				
Cut / Graze	<input checked="" type="checkbox"/>																				
Asthma	<input type="checkbox"/>																				
Other:																					
Front	Back																				
																					
The child was taken to hospital by staff member <input type="checkbox"/>	Staff member name:																				
The child was taken to hospital by ambulance <input type="checkbox"/>																					
Parent / Carer Contacted <input type="checkbox"/>	Name of parent/carers contacted:																				
Unable to contact Parent / Carer <input type="checkbox"/>																					
The child was well enough following first aid to remain in school <input checked="" type="checkbox"/>	Time:																				
The child was collected from school <input type="checkbox"/>	By who:																				
Teacher informed <input checked="" type="checkbox"/>																					
The school is of the opinion that your child should consult a doctor <input type="checkbox"/>	Time:																				
Authorised by - Print Name: MR R BENSERKATIN	Authorised by - Signature: 																				
To re-order, visit www.SecuritySafetyProducts.co.uk	Report Form No: 116601																				

ACCIDENT, INCIDENT & ILLNESS REPORT FORM																					
FOR THE ATTENTION OF THE PARENT / CARER																					
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital																					
Pupil's name: RASHID BENSERKATIN	Class/Form: 6E																				
Location of accident/incident: PLAYGROUND	Date: 02/09/20 Time: 08:35																				
Detail of treatment: - GRAZE CLEANED (KNEE) - PLASTER APPLIED	LEA Accident Report No (if Applicable): N/A Treatment administered by: MR R BENSERKATIN Additional comments: N/A																				
Please tick as appropriate below <input checked="" type="checkbox"/>	Mark Location of Injury																				
<table border="1"> <tr><td>Bump / Bruise</td><td><input type="checkbox"/></td></tr> <tr><td>Vomiting / Nausea</td><td><input type="checkbox"/></td></tr> <tr><td>Nosebleed</td><td><input type="checkbox"/></td></tr> <tr><td>Headache / High Temperature</td><td><input type="checkbox"/></td></tr> <tr><td>Head Injury</td><td><input type="checkbox"/></td></tr> <tr><td>Cut / Graze</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Asthma</td><td><input type="checkbox"/></td></tr> <tr><td>Other:</td><td></td></tr> </table>	Bump / Bruise	<input type="checkbox"/>	Vomiting / Nausea	<input type="checkbox"/>	Nosebleed	<input type="checkbox"/>	Headache / High Temperature	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Cut / Graze	<input checked="" type="checkbox"/>	Asthma	<input type="checkbox"/>	Other:		<table border="1"> <tr><td>Front</td><td>Back</td></tr> <tr><td></td><td></td></tr> </table>	Front	Back		
Bump / Bruise	<input type="checkbox"/>																				
Vomiting / Nausea	<input type="checkbox"/>																				
Nosebleed	<input type="checkbox"/>																				
Headache / High Temperature	<input type="checkbox"/>																				
Head Injury	<input type="checkbox"/>																				
Cut / Graze	<input checked="" type="checkbox"/>																				
Asthma	<input type="checkbox"/>																				
Other:																					
Front	Back																				
																					
The child was taken to hospital by staff member <input type="checkbox"/>	Staff member name:																				
The child was taken to hospital by ambulance <input type="checkbox"/>																					
Parent / Carer Contacted <input type="checkbox"/>	Name of parent/carers contacted:																				
Unable to contact Parent / Carer <input type="checkbox"/>																					
The child was well enough following first aid to remain in school <input checked="" type="checkbox"/>	Time:																				
The child was collected from school <input type="checkbox"/>	By who:																				
Teacher informed <input checked="" type="checkbox"/>																					
The school is of the opinion that your child should consult a doctor <input type="checkbox"/>	Time:																				
Authorised by - Print Name: MR R BENSERKATIN	Authorised by - Signature: 																				
To re-order, visit www.SecuritySafetyProducts.co.uk	Report Form No: 116601																				

APPENDIX 2 - How to report an incident on Harrow portal

- Select “Report an Incident”

The screenshot shows the Harrow Council Portal interface. On the left is a sidebar with the Harrow Council logo and links for 'Forms' and 'Documents'. The main area has a purple header with the word 'Portal' and tabs for 'New', 'In Progress', and 'Que'. Below the header, there's a section titled 'Forms' with a search bar. A message says 'Select a new form to start'. Below this, there's a card for 'Report an Incident' with an icon of a person falling, the text 'Report an Incident', a description 'Allows user to report an incident via the portal', and a status indicator 'Available Offline' with a green dot. To the right of the card is a warning icon.

- Click on “Start form”

This screenshot shows the 'Report an Incident' form. It includes the same icon and description as the previous screenshot. At the bottom, there are two buttons: 'Cancel' and 'Start form'. The 'Start form' button is highlighted with a purple background.

This screenshot shows the 'Report an Incident' form with the 'Org Unit' section highlighted. A blue arrow points from the text 'Click on select org unit' to the 'Select Org Unit' link. The 'Details' section is also visible, showing a 'Date of Incident' field with a calendar icon and a 'Today' button.

Select children
schools/learning and
community
development

This screenshot shows the 'Select Org Unit' dialog box. It has a search bar at the top. Below it, there's a list of org units with radio buttons: Harrow, Community, Children Schools/Learning & Community Development (selected), People Services, Resources, Unison/GMB, and Assure Training. At the bottom, there are 'Cancel' and 'OK' buttons.

1. Complete the form giving all details of the incident.
2. On submission your form will be submitted to the local authority and the person responsible for health and Safety on site to investigate the incident.