



FIRST AID POLICY

Compliance statement

Every policy is reviewed at regular intervals and where applicable, as stipulated by law.

Each policy is also available in additional formats including Braille and in additional languages upon request, within reasonable timescales as stipulated by the school.

Review date: June 2022

Next review: June 2023

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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](#) and [Early years foundation stage: coronavirus disapplications](#) 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:

- [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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Vicki Gallagher and Jenna Johnson. 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 first aiders are listed in appendix 1. Their names 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 headteacher and staff members.

3.4 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)

3.5 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 (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 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. They will inform SLT for parents to 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 Office manager 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 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

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

Risk assessments will be completed by the Trip leader and will be signed off by SLT prior to any educational visit that necessitates taking pupils off school premises.

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.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The class medical bags
- Reception (at the desk)
- Infant SLT office

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Office Manager
- 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 School 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 School Business Manager 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>

6.3 Notifying parents

The Class teacher or First aider 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 Croydon LA 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 2).

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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher every year.

At every review, the policy will be approved by the FGB committee.

9. Links with other policies

This first aid policy is linked to the

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

Appendix 1: list of trained first aiders

QUALIFIED FIRST AIDERS JUNIORS:

Name	Job title	Qualifications	Expires on
Naomi Bickmore	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Cidalia de Jesus	TA (working in the classrooms)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Sara De Melo	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Monika Chrusciak	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Jayne Cox	Lunchtime Supervisor& TA (working in the classrooms and in the playground)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Leonie Fernandes	Headteacher	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Vicki Gallagher	Deputy headteacher	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Margaret Hardy	TA (working in the classrooms)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Marzena Johnson	Office Manager working in the school office	Paediatric First Aid, First Aid at Work (3-day course)	1 st Oct 2021
Teresa Kelleher	TA (working in the playground and the classrooms)	Emergency First Aid at Work and Paediatric First Aid	6 th Jan 2022
Felicity Langford Jackson	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Agnes Luri	TA, Lunchtime Supervisor (working in the playground and the classrooms)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Mary Mangan	P.E. Teacher (working in the playground and the main hall)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Sharon Marshall	Lunchtime Supervisor &TA (working in the classrooms and in the playground)	Paediatric First Aid, First Aid at Work (3 day course)	1 st Oct 2021
Marlene Mullings	Lunchtime Supervisor (working in the playground)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Dave Navarro	Business Manager	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024

Natalie Parry	TA, Lunchtime Supervisor, (working in the classrooms and in the playground)	Emergency First Aid at Work and Paediatric First Aid (3 day course)	6 th Jan 2022
Catriona Phillips	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Karen Power	TA, Lunchtime Supervisor, (working in the classrooms and in the playground)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Kim Smith	Lunchtime Supervisor (working in the playground)	Emergency First Aid at Work and Paediatric First Aid (1day course)	13 th Feb 2023
Michelle Steen-Plomer	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Rachel Ugbo	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Marika Winters	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Tish Woodhouse	TA,Lunchtime Supervisor, (working in classrooms and the playground)	Emergency First Aid at Work and Paediatric First Aid	6 th Jan 2022
Mariola Zengin,	TA, (working in the classrooms)	Emergency First Aid at Work and Paediatric First Aid	6 th Jan 2022

QUALIFIED FIRST AIDERS INFANTS

Name	Job title	Qualifications	Expires on
Simon Abrahams	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	13 th Feb 2023
Katherine Adkin	Lunchtime Supervisor, (working in the playground and the main hall)	Emergency First Aid at Work and Paediatric First Aid (1day course)	6 th Jan 2022
Leonie Fernandes	Headteacher	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Karen Foley Brown	Teaching Assistant (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	13 th Feb 2023
Vicki Louise Gallagher	Deputy Headteacher	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Patricia Hudson	Teaching Assistant (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Joanne James	Teaching Assistant (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1 day course)	13 th Feb 2023
Diane Mitchell	Teaching Assistant (working in the classrooms)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Dave Navarro	Business Manager	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Andrea Pelliccia	Teaching Assistant (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1 day course)	13 th Feb 2023
Anne Reid	Early Years Educator (working in the nursery)	Paediatric First Aid and Emergency First Aid at Work (1 day course)	1 st Oct 2021
Jackie Swain	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Maria Tope	Class Teacher (working in the classroom)	Emergency First Aid at Work and Emergency Paediatric First Aid (1day course)	3 rd Feb 2024
Francesca Veneri	Teaching Assistant (working in the classroom)	Paediatric First Aid and Emergency First Aid at Work (1 day course)	13 th Feb 2023

Appendix 2: accident report form

ACCIDENT REPORT RECORD

A separate record should be completed for each person involved.

Pupil Injured

Full Name:

```
..Class
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Person Reporting Incident

Name: _____

Job Title

Incident Details

Date..... Time.....

Place *

*If playground please indicate on diagram below the exact location	
STEPS	STEPS
GRASS BANK	

	STEPS	GRASS BANK	STEPS	
PICNIC BENCHES				A D I N T R E P L A N C O N D
GATE	ENTRANCE SCHOOL BUILDING	POND AREA	GATE	

Description of Incident

Pupil treated by

Position:

Action taken

Further action needed? Yes ☐ No ☐ if yes, specify [below](#)

Parent informed? Yes ☐ No ☐ If Yes how? Called / texted / emailed / in person/other.

Signed..... Date.....

Initial box if incident is reportable under RIDDOR	Tick if risk assessment required
<input type="checkbox"/>	<input type="checkbox"/>

PAIN CHART

Front

[Back](#)



THIS IS THE
WORST PART
I HAVE HAD



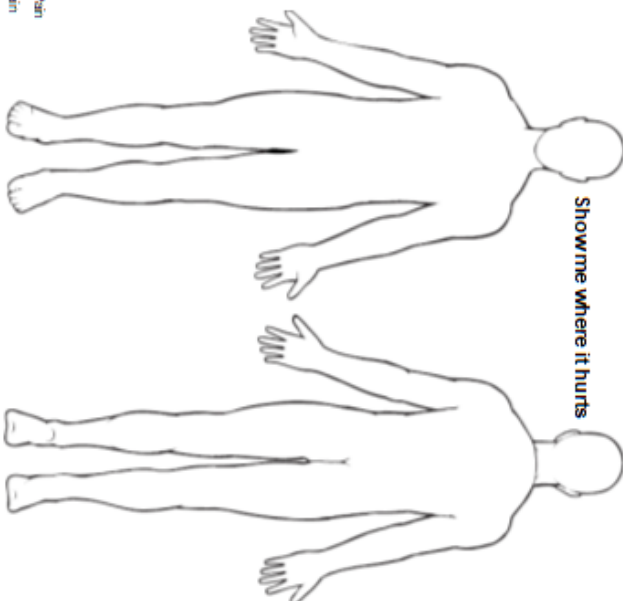
II. THEORETICAL ANALYSIS



I HAVE A LITTLE
BIT OF PAIN



I HAVE NO
PAIN AT ALL



Show me where it hurts

- My pain score is 1-3

- My pain score is 4-7.

My pain score is 8-10

If parent/carer was notified please obtain their signature.

I confirm that I have been notified of the above accident involving my child.

Relationship to the child.....

Parent/carer's signature Date

ACCIDENT REPORT RECORD

A separate record should be completed for each person involved.

Pupil Injured

Full Name: Class:

Person Reporting Incident

Name: Job Title:

Incident Details

Date: Time: Place: *

*If playground please indicate on diagram below the exact location.

	GARAGE	GRASS BANK	FENCE	
CROWN DATE	INFANT PLAYGROUND			GRASS
DATE	ADVENTURE PLAYGROUND	RECEPTION AREA	PHONICS SHAPES AREA	FIELD

*If playground please indicate on diagram below the exact location.

Description of Incident

.....

Pupil treated by: Position:

Action taken:

.....

Further action needed? Yes ☐ No ☐ if yes, specify below

.....

Parent informed? Yes ☐ No ☐ If Yes how? Called / texted / emailed / in person/other:

Signed: Date:

Initial box if incident is reportable under RIDDOR ☐ Tick if risk assessment required ☐

PAIN CHART

Front

Back



0-10

THIS IS THE
WORST PAIN
I HAVE HAD



4-7

IT HURTS
QUITE A LOT



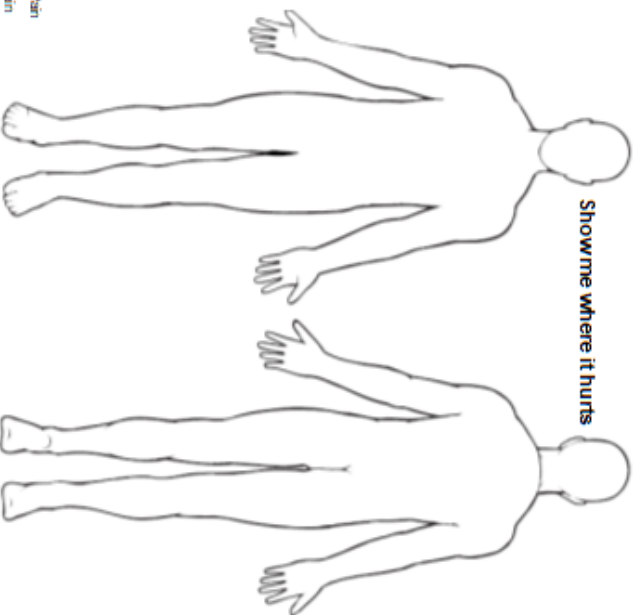
1-3

I HAVE A LITTLE
BIT OF PAIN



0

I HAVE NO
PAIN AT ALL



Show me where it hurts

0 = No Pain

1-3 = Mild Pain

4-7 = Moderate Pain

8-10 = Severe Pain

• My pain score is 1-3

If parent/carer was notified please obtain their signature.

I confirm that I have been notified of the above accident involving my child.

Relationship to the child:

Parent/carer's signature: Date:

First aid procedures St Joseph's Federation

Medical bag

Each class has a medical bag.

The medical bag is to contain:

- Class first aid kit,
- Accident report book
- Pupil medication
- Medical log book
- First aid bands – red and green

Medical bags are to be stored in the infant classroom cupboards/ behind junior teacher desk.

Medical bags are to be taken with the class each time they leave the classroom including play times, lunch times, visits to the forest learning area, PE lessons and assemblies.

The class first aider is responsible for checking and keeping the medical bag stocked with required resources.

Morning Playtimes including wet playtimes

The medical bag is taken out/ held by the member of staff on duty. If a child is injured the first aider will deal with it.

Any injuries requiring treatment are to be recorded in the class accident report book.

If a child is seriously injured (i.e. suspicion of broken bones) they should not be moved, SLT informed.

Class teacher to be informed of accidents logged in the book to ensure that the accident form is shared with parents

Lunchtime Supervision

The medical bag is taken out by the Lunchtime Supervisor on first aid duty for that day. If a child is injured in the playground the Lunchtime Supervisors will deal with it.

Any injuries requiring treatment should be noted in the Accident report book.

If a child is seriously injured (i.e. suspicion of broken bones) s/he should not be moved. An ambulance may be called.

Class teacher to be informed of accidents logged in the book to ensure that the accident report is shared with parents

Accidents During Lesson Time

Any child injuring themselves during lesson time will be treated by the class first aider and incident recorded in accident reporting book.

Additional Notes

Head injury: Accident report book completed, to be written by the adult who observed the accident or by a first aider. Office informed and a call is made to parent. Child is given a red band. Accident report shared with parents at the end of the school day.

Short term medication: No medication is to be given in school unless special circumstances exist and the permission of the Headteacher is sought. Forms are filled in and medication is stored in the class medical bag or staff room fridge.

Accidents: All accidents requiring medical attention should be reported in the school's First Aid Reporting Book. Serious accidents must be reported to the Headteacher and a report sent to Croydon Education Authority and COSLA.

Long term medication: Medication is only to be used in accordance with the forms completed by the child's parents. This will be supervised by the First Aid Trained Staff. Medical log to be completed. Medication is kept in the class medical book. Green band given to child and parents informed.