

# First Aid Policy

Al-Falah Primary School

<b>Reviewed on:</b>	<b>Oct 2022</b>
<b>Next review:</b>	<b>Oct 2024</b>

# First Aid Policy

## Introduction:

This policy outlines the school's responsibilities to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet the responsibility. It is based on the latest DCSF guidance. The policy will be reviewed in every two years or when necessary.

## Aims:

- To identify the first aid needs of the school in line with the management of health and safety at work regulations.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## Objectives:

- To obtain the appropriate number of suitably trained people as appointed persons and first aiders to the needs of the school.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements.
- To keep accident records and report to the health and safety executive (HSE; see [www.hse.org.uk](http://www.hse.org.uk)) as required under the reporting of injuries, diseases and dangerous occurrences regulations.

## 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 provided to cater for the medical and therapy needs of pupils

## **Roles and responsibilities**

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

The school has 5 trained first aiders. 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 and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date. Our school's first aiders are listed at the end of this policy. Their names will also be displayed prominently around the school.

## **Governing board**

Al Falah Educational trust is mainly responsible 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, health and safety officer and staff members.

## **The 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 (see section 6)

## **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 1) for all incidents they attend to where a first aider is not called

- Informing the Head teacher or their manager of any specific health conditions or first aid needs

### First aid procedures

#### **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, 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 Head teacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **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
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

### **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 main office
- The Medical room
- On the first floor (outside Y6)

### **Procedures:**

#### **Risk assessment:**

Reviews and checks are required to be carried out at annually, and when circumstances alter, by the health and safety officer. Recommendations on measures are needed to prevent control identified risks are forwarded to the Head teacher.

#### **Re-assessment of first aid provisions:**

As part of the school annual monitoring and evaluation cycle

- The head teacher reviews the school's first aid needs following any change of staff, building /site, activities, off site facilities, etc
- He monitors the emergency first aid training received by other staff and organises appropriate training.
- He monitors the number of the first aiders, alerts them to the need for refresher courses and organises appropriate training.

- He checks the contents of the first aid boxes termly.

### **Providing information:**

The head teacher will ensure that staff is informed about the school's first aid arrangements. He:

- Provides the policy for the new staff as part of their induction programme.
- Maintains a first aid notice board in the staff room
- Gives all staff information on the location on the location of equipment & facilities.

### **Provision:**

#### **How many first aid personnel are required?**

The head teacher will consider the findings of the risk assessment in deciding on the number of the first aid personnel required. The school is a medium risk environment, but the head teacher will consider the needs of specific times, places and activities in deciding on the provision.

In particularly they should consider:

- Offsite PE and on-site PE
- School trips
- DT/Art activities
- Adequate provision in case of absence, including trips

Arrangements should be made to ensure that they require level of cover of both first aiders and appointed persons is available at all times when people are on school premises.

### **Qualifications and 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 2 staff members will have a current first aid certificate which meets the requirements set out in statutory framework and is updated at least every 3 years.

### **First aid materials, equipment and facilities:**

- The head teacher must ensure that the appropriate numbers of first aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended any mandatory contents.
  - All first aid containers must be marked with a white cross on a green background
  - First aid containers should be kept near to hand washing facilities
  - Spare stock should be kept in school.

### **Responsibility for checking and restocking the first aid containers:**

- In school, the head teacher and HSO
- For offsite PE and school trip, a named member of the staff. The first aider will decide when a child needs to wait for his parents to pick him/her. In this case the child will be supervised by a member of staff.

### **Hygiene/ infection control:**

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings of equipment.

### **Record-keeping and reporting**

#### **Accident record book and Notifying parents**

- An accident form/note is completed and attach to the main accident record book if the injury needs only minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For children the same accident note is sent home to inform parents.
- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- 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; an AIRS 1 form will be kept until the child is 21 years old.

## **Reporting to the HSE:**

The Head teacher 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 Head teacher 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.html> .

### **Reporting to Ofsted and child protection agencies**

The Head teacher 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 Head teacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Monitor:**

Accident records can be used to help the school identify trends and areas for improvement. They also could help identify training or other needs and may be useful for insurance or investigative purposes.

The head teacher and HSO should establish a regular review and analysis of accident records.

### **Pupils medical records:**

The school should be informed of the details of pupil's health conditions and their needs.

Important medical details should be noted by a first aider.

### **Details to be recorded:**

- Medical information
- Doctors name, address,
- Emergency first aid procedures if required
- Emergency contacts
- Parents are encouraged to leave medication at the school office or with any one of the first aiders in the school if it is needed during the day.
- School will contact ambulance if needed,

Al Falah Primary School First- aider are:

Ms Sumaiyah Siddiqua, Ms Fahmida Kibria, Ms Nosheen Munir, Ali Ahmad and Shah Jafar Abdullah

Health and safety officer:

Shah Jafar Abdullah

T: 02089851059

Email: [info@alfalahschool.org.uk](mailto:info@alfalahschool.org.uk)



**Appendix-1**

**Accident Notification Slip**

<b>Pupil Name:</b>	<b>Date:</b>	<b>Time:</b>
<b>Year Group:</b>	<b>Location of Incident:</b>	

<b>Bump/Bruise</b>	<b>Cut/Graze</b>	<b>High Temperature</b>	<b>The child was collected from school</b>
<b>Vomiting/Nausea</b>	<b>Head Injury</b>	<b>Nose bleed</b>	<b>The school is of that opinion that your child should consult a doctor</b>
<b>Headache/Stomach ache</b>	<b>Cough</b>	<b>Parent Contacted</b>	<b>Unable to contact parent</b>

**Comments:**

Signature:

**Important:** F.A.O Parent/Carer, if your child feel any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.