



**Birchwood Avenue  
Primary School**

# **First Aid Policy**

## **Policy Review**

The policy was last reviewed and agreed by the FGB on 09/07/2024.

It is due for review in July 2025 (up to 12 months from the above date).

Signature  
*Headteacher*

Date: 09/07/24

Signature  
*Chair of Governors*

Date: 09/07/24

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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](#), 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

### **3. Roles and responsibilities**

#### **3.1 Appointed person and first aiders**

The school's appointed person(s) are: Caroline Bennett, Stephanie Squires and Laura Mann. 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 local authority and governing board**

Hertfordshire County Council 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 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

- 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, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the Office team 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.

### **4.2 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, 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 × 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 Visit Leader 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 (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 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:

- Every classroom
- School office (in the cupboard by the fire exit)
- By the KS2 staff toilet
- The school kitchen

## Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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 Secretary
- 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 Headteacher 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 Headteacher 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.

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
- 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 Headteacher 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)

### **6.3 Notifying parents**

The Teaching staff of the child 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. Parents will also be informed if emergency services are called.

### **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 Hertfordshire County Council 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).

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.

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. The PFA certificated will be renewed at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Resources Committee.

## **9. Links with other policies**

This First Aid Policy is linked to the

- Health and Safety Policy
- Offsite Visits Policy
- Policy on supporting pupils with medical conditions

## Appendices

### Appendix 1: list of trained first aiders

Staff member's name	Role
Mrs A Cristia	Early Years Practitioner
Mrs M Charalambous	Early Years Practitioner
Mrs L Nugent	Learning & Pastoral Mentor
Mrs L Chalk	Teaching Assistant
Mrs V Lewis	Midday Supervisory Assistant
Mrs T Marcus	Teaching Assistant
Mr B Hynes	Learning Support Assistant
Mrs J Kiely	Teaching Assistant
Mrs L Tilley	Teaching Assistant
Mrs M Skenderi	Teaching Assistant
Mrs D Stewart	Teaching Assistant
Mrs C Bennett	Secretary
Mrs L Mann	Secretary
Miss M Brown	Class Teacher
Miss S Hanneghan	Class Teacher
Mr J Connolly	Class Teacher
Miss C Evans	Class Teacher
Miss T Plane	Class Teacher
Miss S Hare	Class Teacher
Mrs A Mowatt	Senior Teacher
Mrs W Bremner	School Business Manager
Ms K Swash	Assistant Head
Miss E Hall	Headteacher



## Appendix 2: Accident report forms

Date	Time	Pupils Name	Class / Form	Location of Incident
<b>Birchwood Avenue Primary School</b> <b>Tel: 01707 262503</b>				
<b>CONCUSSION POSSIBILITY ALERT</b>				
<b>REPORT SLIP No. 001591</b>				

  

Details of Treatment and Additional Comments		Name of parent/carer contacted (if applicable)		<b>IF IN DOUBT ALWAYS SEEK ADDITIONAL MEDICAL ADVICE</b>	
Bump		Front		<b>HEAD INJURY ADVICE</b> Observe your child carefully & should your child suffer any drowsiness, vomiting, visual disturbance, severe headache or complain of feeling generally unwell following this injury, please seek medical advice and take this slip.	
Cut		Back		<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Slip / Trip		Mark the area of the head which had the injury		<b>Staff Signature:</b>	
Graze				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fall				<b>Staff Signature:</b>	
Fall from height				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Impact				<b>Staff Signature:</b>	
Direct impact to head				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parent contacted				<b>Staff Signature:</b>	
Unable to contact Parent.				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parent contacted & has decided child can remain in school				<b>Staff Signature:</b>	
The school is of the opinion that your child should consult a Doctor.				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Date	Time	Pupils Name	Class / Form	Location of Incident
<b>Birchwood Avenue Primary School</b> <b>Tel: 01707 262503</b>				
<b>CONCUSSION POSSIBILITY ALERT</b>				
<b>REPORT SLIP No. 001591</b>				

  

Details of Treatment and Additional Comments		Name of parent/carer contacted (if applicable)		<b>IF IN DOUBT ALWAYS SEEK ADDITIONAL MEDICAL ADVICE</b>	
Bump / Bruise		Front		<b>HEAD INJURY ADVICE</b> Observe your child carefully & should your child suffer any drowsiness, vomiting, vision or excessive pain after returning home please consult your doctor or local hospital and take this slip with you	
Vomiting / Nausea		Back		<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nosebleed		Mark the area of the head which had the injury		<b>Staff Signature:</b>	
Headache / High temperature				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Head injury				<b>Staff Signature:</b>	
Cut / graze				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Asthma				<b>Staff Signature:</b>	
Other				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parent contacted				<b>Staff Signature:</b>	
Unable to contact Parent.				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
The child was well enough following First Aid to remain in school.				<b>Staff Signature:</b>	
The child was collected from school.				<b>Child Collected?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
The school is of the opinion that your child should consult a Doctor.				<b>Staff Signature:</b>	

### Appendix 3: First aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated
Emergency First Aid at Work	Emma Hall Joe Connolly Sophie Hanneghan Jodie Kiely Brendan Hynes Kim Swash Melissa Brown Wendy Bremner Lynne Tilley Charlotte Evans Toi Plane Merita Skenderi Alison Mowatt Shanice Hare Lorenza Chalk Tharanga Marcus	26 <sup>th</sup> March 2024 & 22 <sup>nd</sup> May 2024	May 2027
Paediatric First Aid	Laura Mann Lorraine Nugent Andreea Cristia Maria Charalambous Stacey Pearson	13/03/24 13/03/24 13/03/24 13/03/24 12/07/2022	March 2027 March 2027 March 2027 March 2027 12/07/2025
Anaphylaxis & Allergy Awareness Training	All staff	15/04/24	15/04/25