



Brentfield Primary School

Children of Today, Champions for Tomorrow

First Aid Policy

Head Teacher	Mrs N. Harmer
Person Responsible	Ms S. Rawat
Reviewed	October 2023
Next Review Date	October 2024

41-43 Meadow Garth, London, NW10 0SL

Tel: 020 8965 5326

Email: admin@brentfield.brent.sck.uk

Website: www.brentfield.brent.sch.uk

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 assess 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. The Responsibilities of the School

The Governing body

The governing body has ultimate responsibility for health and safety matters in the school but will delegate operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are always present in the school
- If applicable, add: 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

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/welfare officer is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First Aid 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 or Welfare Officer, if appropriate, who will provide the required first aid treatment
- The first aider/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 first aider/Welfare Officer will also decide whether the injured person should be moved or placed in a recovery position
- If the 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 Welfare Officer will recommend next steps to the parents
- If emergency services are called, the Welfare Officer or Family Support Manager will contact parents immediately
- The 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
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

5. Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have access to the following:

- A mobile phone
- A first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Welfare Officer prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

6. 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

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Year 2 Corridor
- Year 4 Corridor

Emergency Medication

Epi Pens – Located in the Kitchen and Medical Room

Asthma Inhalers – Located in the Medical Room, Year 2 and Year 4 Corridors

Children’s Medication

Prescribed medication and pain medication is kept in the medical room.

Asthma inhalers and emergency medication is kept in the classroom of the named child.

7. Record Keeping and Reporting

First aid and accident record

- An accident form will be completed by the Welfare Officer or 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 the information included in the accident form.

The Accident Report Form is located on the School Intranet.

If access is unavailable, then paper copies of the form will be completed.

The following information is required on the form:

- Child’s name
- Child’s Class
- Date of Incident
- Time of Incident
- Name of First Aider
- Injury – (what happened)
- Location
- Treatment Given i.e., cold compress, cleaned and dressing applied
- Outcome - i.e., well enough to stay in school/ Going home
- Follow Up - i.e., Parent informed by Text / Parent contacted

Accidents/First aid treatment given to members of staff will be recorded in the accident book located in the medical room.

- Records held in the first aid and accident book will be retained in accordance with our retention policy.

Reporting to the HSE

The Family Support 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 Family Support 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>

Notifying Parents

In most cases, the Welfare Officer 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.

Reporting to Ofsted and child protection agencies

The Inclusion Lead 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 Inclusion Lead will also notify Brent local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff can 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 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.

9. Monitoring

This policy will be reviewed by the Inclusion Lead annually. At every review, the policy will be approved by the Headteacher.

10. Links with Other Policies

This first aid policy is linked to the following policies:

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

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders (October 2023)

Staff member's name	Role
Wendy Poghosyan	Welfare Officer
Sam Matthews	Family Support Manager
Lefta Cela	Teaching Assistant
Shqipe Kavaja	Teaching Assistant
Christopher Kidson	Teaching Assistant
Michelle Morton	SMSA / Afterschool Club
Illa Patel	Teaching Assistant
Kushal Bhojani	Teaching Assistant
Elliot Jex	Teaching Assistant
Rupa Vaghela	Teaching Assistant
Susana Nunez Alegre	Breakfast Club
Sulthana Shazan	Teaching Assistant
Angela White	Teaching Assistant
Bruna Qemali	Teaching Assistant
Seema Ahmed	West London Zone
Halima Galbette	Teaching Assistant
Carol Thompson	Teaching Assistant
Gaya De Alwis	Teaching Assistant

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
ACTION TAKEN			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
FOLLOW-UP ACTION REQUIRED			
SIGNATURE		DATE	