

Conatus Federation

First Aid in Schools Policy

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

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:

- [First aid at work - 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
- HSE 2013 Guidance for employers on selecting a first-aid training provider to the list on page 1. link: [Selecting a first-aid training provider: A guide for employers](#)

Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is the Head of School. 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 A. Their names will also be displayed prominently around the school.

The local authority and governing board

The Royal Borough of Greenwich 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 of School and staff members.

The Head of School

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

- Ensuring that an appropriate number of first aiders 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 2) for all incidents they attend to where a first aider is not called
- Informing the Head of School 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, a member of SLT 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.

Our first aid procedures will remain as described above even if the accident or injury occurs outside of normal school hours, including on the way to school, during after school meetings or at home and requires additional or further treatment.

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 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.

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

- Triangular bandages
- Adhesive tape
- 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
- All classrooms
- The playground
- The school kitchen

Record-keeping and reporting

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 following a reportable 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, and then securely disposed of.

Reporting to the HSE

The 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 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>

Notifying parents

The first aider/class teacher 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 Head of School 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 of School will also notify the Royal Borough of Greenwich of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 C).

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.

Monitoring arrangements

This policy will be reviewed by the Head of School every year.

At every review, the policy will be approved by the full governing body.

Links with other policies

This first aid policy is linked to the

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

Appendix A: Appointed Persons & First Aiders

Christopher	Rae	Appointed Person
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Kristian	Saunders	First Aid at Work
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Kemi	Abraham	EFAW
Moji	Alaka	EFAW
Antionette	Arthur-Bruce	EFAW
Sue	Coulter	EFAW
Sharon	Francis	EFAW
Ellie-May	Gordon	EFAW
Jackie	Haward	EFAW
Robert	Hayfron	EFAW
Julie	Lewis	EFAW
Kerrie	Marshall	EFAW
Sally	Ripley	EFAW
Jainaba	Samateh	EFAW
Sarah	Saunders	EFAW
Kalin	Watts	EFAW
Nikki	Wenden	EFAW
Bryleah	Wilcock	EFAW
Michelle	Williams	EFAW

Abimbola	Adebayo	Paediatric
Elona	Berisha	Paediatric
Tracy	Bushell	Paediatric
Kerry	Haggar	Paediatric
Marie	McNamara	Paediatric
Shanice	Murphy	Paediatric
Jean	Neicho	Paediatric
Amber	Panton	Paediatric
Terri	Stone	Paediatric
James	Wright	Paediatric

Kidbrooke Park Primary

Adam	Wilson	Appointed Person
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Denise	Pieri	First Aid at Work
Karen	Merralls	First Aid at Work

Carole	Perry	EFAW
Maria	Lister	EFAW
Chloe	Colgrave	EFAW
Harriet	Luzinda	EFAW
Sofia	Akhtar	EFAW
Ola	Ayoola	EFAW
Cath	Barnes	EFAW
Chloe	Bushell	EFAW
Teresa	Johnson	EFAW
Tracey	Carter	EFAW
Tina	Mansala	EFAW
Danielle	Moseley	EFAW
Carrie	Price	EFAW
Pushpa	Singh	EFAW

Esen	Bennett	Paediatric
Chloe	Bushell	Paediatric
Chloe	Colgrave	Paediatric
Sarah	Ghazzali	Paediatric
Harriet	Luzinda	Paediatric
Kellie	Martin	Paediatric
Bethan	Martin	Paediatric
Kelly	Olney	Paediatric
Kay	Parsons	Paediatric
Clare	Rhodes	Paediatric

Appendix B: Accident Report Form

ACCIDENT/INCIDENT REPORT FORM

To be completed by First Aider and handed in to the school office:

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT / ACCIDENT / INJURY DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN / TREATMENT GIVEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
NAME OF FIRST AIDER			
SIGNATURE		DATE	

FOLLOW UP ACTION:

Please indicate Yes / No and add your initials

PARENT LETTER GIVEN OUT	Yes / No Initials:	TELEPHONE CALL HOME	Yes / No Initials:	HEAD BUMP STICKER	Yes / No Initials:	BUMPED HEAD TEXT SENT	Yes / No Initials:
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OFFICE USE ONLY:

Head of School notified	Yes / No	Action required:	
RBG report required	Yes / No	Date submitted:	Reference No:
RIDDOR Required	Yes / No	Date submitted:	Reference No:
Information added to school spreadsheet	Yes / No	Initials:	

If RBG and/or RIDDOR report submitted copies of all documentation to be added to pupil/staff file, original forms to be filed in Accident Reporting File in the SBM Office.

Appendix C: First Aid Training Log

First Name	Surname	Qualification	Renewal Due
Christopher	Rae	Appointed Person	N/A
Moji	Alaka	EFAW	08/01/2022
Jackie	Haward	EFAW	08/01/2022
Robert	Hayfron	EFAW	08/01/2022
Kalin	Watts	EFAW	08/01/2022
Kemi	Abraham	EFAW	09/01/2022
Kristian	Saunders	First Aid at Work	21/09/2023
Antionette	Arthur-Bruce	EFAW	09/03/2024
Sue	Coulter	EFAW	09/03/2024
Sharon	Francis	EFAW	09/03/2024
Ellie-May	Gordon	EFAW	09/03/2024
Julie	Lewis	EFAW	09/03/2024
Kerrie	Marshall	EFAW	09/03/2024
Sally	Ripley	EFAW	09/03/2024
Jainaba	Samateh	EFAW	09/03/2024
Sarah	Saunders	EFAW	09/03/2024
Nikki	Wenden	EFAW	09/03/2024
Bryleah	Wilcock	EFAW	09/03/2024
Michelle	Williams	EFAW	09/03/2024
Abimbola	Adebayo	Paediatric	15/03/2024
Elona	Berisha	Paediatric	15/03/2024
Tracy	Bushell	Paediatric	15/03/2024
Kerry	Haggar	Paediatric	15/03/2024
Marie	McNamara	Paediatric	15/03/2024
Shanice	Murphy	Paediatric	15/03/2024
Jean	Neicho	Paediatric	15/03/2024
Amber	Panton	Paediatric	15/03/2024
Terri	Stone	Paediatric	15/03/2024
James	Wright	Paediatric	15/03/2024

Kidbrooke Park

First Name	Surname	Qualification	Renewal Due
Adam	Wilson	Appointed Person	N/A
Denise	Pieri	First Aid at Work	15/09/2023
Karen	Merralls	First Aid at Work	15/09/2023
Sofia	Akhtar	EFAW	31/10/2025
Ola	Ayoola	EFAW	31/10/2025
Cath	Barnes	EFAW	31/10/2025

Sultana	Begum	EFAW	31/10/2025
Chloe	Bushell	EFAW	31/10/2025
Gabrielle	Camilleri	EFAW	31/10/2025
Tracey	Carter	EFAW	31/10/2025
Sara	El Hassouni	EFAW	31/10/2025
Karen	Gainsford	EFAW	31/10/2025
Kerry	Harris	EFAW	31/10/2025
Teresa	Johnson	EFAW	31/10/2025
Tina	Mansala	EFAW	31/10/2025
Kellie	Martin	EFAW	31/10/2025
Danielle	Moseley	EFAW	31/10/2025
Carrie	Price	EFAW	31/10/2025
Pushpa	Singh	EFAW	31/10/2025
Sanuara	Uddin	EFAW	31/10/2025
Connie	Williams	EFAW	31/10/2025
Kay	Parsons	Paediatric	07/11/2025
Connie	Williams	Paediatric	07/11/2025
Tina	Mansala	Paediatric	07/11/2025
Clare	Rhodes	Paediatric	07/11/2025
Pushpa	Singh	Paediatric	07/11/2025
Kellie	Martin	Paediatric	07/11/2025