



Muswell Hill Primary School

First Aid Policy

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Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting	5
7. Training	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders	8
Appendix 2: Medical Tracker Report Form	8

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
- [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

As a school we have appointed Suzy Fotheringham to take responsibility for the arrangements for first aid and medical conditions, she is known as the 'appointed person'. In addition, there are five fully qualified First Aid at Work first aiders.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

During the coronavirus pandemic: the school discussed their updated risk assessment with first aiders and appointed persons so they are confident about providing the right assistance.

3.1 Appointed person(s) and first aiders

The school's appointed person is Suzy Fotheringham, Assistant Headteacher for EYFS and KS1; the first aiders are Sarah Gray, Welfare Assistant; Annette Atkinson, Office Manager and Elaine Mason, Administration Officer. 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 children home to recover, where necessary
- Filling in an accident report on the school's recording system, Medical Tracker, on the same day, or as soon as is reasonably practicable, after an incident (major incidents are recorded both on Medical Tracker and on an Accident Report Form which is submitted to Haringey Local Authority)
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in Appendix 1. Their names are also displayed prominently around the school.

3.2 The Local Authority and Governing Body

Haringey Local Authority 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 Body.

The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing paper accident reports (see Appendix 2) for all incidents they attend where a first aider is not called and ensuring that these reports are given to one of the Office Team First Aiders for inputting on the school's Medical Tracker system
- Informing the Headteacher or their line-manager if they have any specific health conditions or first aid needs and completing a Health Care Plan if applicable.

The Office Team First Aiders who have direct access to the Medical Tracker recording system will record any injuries directly into the system if they have personally attended an incident and first aid has been administered.

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 if it is a small graze or bump will attend to the injury; otherwise, they will seek the assistance of a qualified first aider 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 Welfare Assistant or Office Manager will contact parents/carers immediately
- The Office Team First Aiders will complete an accident report form on Medical Tracker the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least one person who has a current First Aid at Work certificate on the premises at all times.

During the coronavirus pandemic: we will ensure that someone with a current full first aid certificate is on site at all times when the children are.

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 children and their medication if applicable (e.g. asthma relievers, auto-injector pens)
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking children off the school premises and these will be submitted to the Headteacher as part of the trip approval procedure.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits when children aged 2 to 5 are present.

During the coronavirus pandemic: we will use our 'best endeavours' to ensure one 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 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.

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
- Disposable gloves
- Disposable aprons
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in the Welfare Room.

6. Record-keeping and reporting

6.1 First aid and the Medical Tracker system

- An accident form will be completed 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 to ensure that a full record is input onto the Medical Tracker system
- Records held on Medical Tracker 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 Welfare Assistant 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 Welfare Assistant 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/carers

The Office Team First Aiders will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day (or as soon as reasonably practicable) by means of an email generated by the Medical Tracker recording system. In the event of severe injury and/or head injuries the Office Team First Aiders will telephone the parents/carers to notify them accordingly.

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 the Local Authority 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. There are five fully qualified First Aid at Work trained staff and most SMSAs and Support Staff have received basic first aid training which will be repeated in early 2022. Additionally, we are currently arranging refresher training for our Reception Team members, most of whom have previously undertaken paediatric first-aid training and received full certification.

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 in their personnel files of all trained first aiders, what training they have received and when this is valid until. There will always be a fully trained first aider on site when the children are present.

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

8. Monitoring arrangements

This policy will be reviewed by Suzy Fotheringham every year.

At every review, the policy will be approved by the Headteacher and the Governing Body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Safeguarding and child protection policy.

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

	ROLE	CONTACT DETAILS
Suzy Fotheringham	Assistant Headteacher (responsibility for First-aid arrangements and medical issues)	020 8444 8488
Sarah Gray	Welfare Assistant – First Aid at Work trained	020 8444 8488
Annette Atkinson	Office Manager – First Aid at Work trained	020 8444 8488
Elaine Mason	Administration Officer – First Aid at Work trained	020 8444 8488
Graham Atkinson	Site Manager – First Aid at Work Trained	020 8444 8488
Darrell Gunter	After-School Club Manager – First Aid at Work trained	020 8444 8488

Appendix 2: Medical Tracker Report Form

Name of child	Class	First Aid given by:	Date and time
Location of incident	Area injured	Symptoms	
Injury Description	How it happened		
Treatment administered	What happened next: Stayed at school Called home Sent home		
Notes			