

First Aid policy

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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 trustees 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 subject to continuous improvement efforts and may be subject to change based on feedback and incidents occurring.

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](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Kisharon Noé School has a range of both paediatric first aid (PFA) staff and first aid trained staff who are on the premises at all times.

Samuel Boohene, supported by Ravit Gazit (Kisharon Langdon Head of Health and Safety and Business Continuity), are our 'appointed person' who take charge of first aid arrangements, and provide an assessment of need which takes into account the nature of employees' work, the number of staff, and the layout and location of the school.

3.1 Appointed person(s) and first aiders

The school's appointed person is Samuel Boohene. 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 appointed first aiders are listed in appendix 1. Their names are also displayed prominently around the school. First aid training is refreshed every 3 years.

3.2 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.

3.3 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 and conducting emergency drills.
- 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 accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Reporting health and safety concerns or hazards using MaintainX, a software for facilities management which is monitored by the facilities team.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- Staff should call for help immediately using the school internal phone system to call reception, if an ambulance is necessary 999 can be called by internal phones.

- 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, Hatzola or the emergency services. They will remain on the 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 Hatzola or the emergency services are called, the class teacher 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
- Information about the specific medical needs of pupils
- Parents' contact details

A portable first aid kit including, 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

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
- Burn gel

The Pastoral Team Shannon Howard and Daniaal Khan, will be responsible for checking the off site first aid boxes at the beginning of each term to ensure they are fully stocked and in date. This will be reported to Samuel Boohene, site manager who will ensure that they are restocked accordingly.

Risk assessments will be completed by the class teacher and signed off by the Headteacher or Deputy Heads 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.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 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:

- The medical room
- Reception (at the desk)
- Individual classrooms

The Pastoral Team Shannon Howard and Daniaal Khan, will be responsible for checking the first aid kits at the beginning of each term to ensure they are fully stocked and in date. This will be reported to Samuel Boohene, site manager who will ensure that they are restocked accordingly.

6. Record-keeping and reporting

6.1 First aid and accident record book

An accident form will be completed by the relevant person, supported by the appointed person 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 CPOMS and stored on the pupils file.

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 Site Manager, supported by 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 Site Manager or Business Manager will report these to the HSE 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

The 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.

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 child protection agencies 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 certificate will be renewed every 3 years.

9. 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 1: list of trained first aiders

Staff member's name	Role	Training
Brett Fine	Teacher	First aid
Sam Boohene	Caretaker	First aid
Jennifer Rweyemamu	TA2	First aid
Michael Williams	TA	First aid
Toni Creagh	TA2	First aid Paediatric first aid
Avigayil Goldberg	Teacher	First aid
Brocha Gutstein	LK Teacher	First aid Paediatric first aid
Anisha Seedat	TA	Paediatric first aid
Elaine Price	Receptionist	Paediatric first aid
Nicole Birley	TA3	Paediatric first aid

Veanisha D'Silva	TA2 / Physio Assistant	Paediatric first aid
Hadassa Margolies	Teacher	First aid Paediatric First Aid
Leticia Kyereh	TA2	First aid
Shamima Bashar	TA3	First aid
Shannon Howard	Teacher	First aid Paediatric First Aid
Alfredo Sanguino	Forest School Leader	Paediatric First Aid
Ranny Di Mapova	Forest School TA	Paediatric First Aid
Daniaal Khan	Pastoral TA	Paediatric First Aid
Paula Petrisor	TA3	Paediatric First Aid
Nesrine Moula	TA3	Paediatric First Aid
Murray Brown	Teacher	Paediatric First Aid
Asha Yussuf	TA2	Paediatric First Aid
Kordian	Teacher	First Aid

Appendix 2: accident report form

Accident Report Book

1 Person affected/injured

Name _____

Home Address _____

Postcode _____

Occupation _____ Works No. _____

2 Person reporting the incident - if other than injured person

Name _____

Home Address _____

Occupation _____ Postcode _____

Department _____ Date / /

3 Accident/incident

↳ Date / / Time _____

↳ Place/Room _____

↳ Equipment/machinery involved _____

4 Description of incident - including cause and nature of injury

Action taken/recommendations

Is a Risk Assessment Required: YES/NO _____

Signed _____ Date / /

5 For employee only

By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by the law.

Signature _____ Date / /

Please sign to acknowledge this record will be stored as per GDPR requirements.

Signature _____ Date / /

Employer please initial box if accident reportable under RIDDOR
(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

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 renewed (where applicable)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			