



Alexandra Primary School

First Aid Policy

Governor Responsible	Management Committee
Status	Statutory
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Review Period	Annually
Signed	<i>C. Schlars.</i>

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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](#), 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

3. Roles and responsibilities

3.1 First aiders & Senior Leadership Team

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 medical bags. The school office will replenish the contents of these bags
- 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

- Completing Medical Tracker on the same day after an incident
- 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 Governing Body

The governing body 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 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)

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 Medical Tracker 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 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 the office team contact parents immediately

- The first aider will complete Medical Tracker on the same day after an incident resulting in an injury

<i>Type of Accident</i>	<i>Example</i>	<i>Action</i>	<i>When</i>
Minor	<ul style="list-style-type: none"> • Grazes • Minor bumps to the head 	Details logged on Medical Tracker Treated in the playground / office	The same day
Possibly requiring medical attention	<ul style="list-style-type: none"> • Severe cuts / lacerations. • Impact injury (bang or blow) to the head (the head is defined as whole head & face). 	Details logged by first aid on Medical Tracker Call parents to inform that pupil has had a blow to the head and send home first aid report (via Medical Tracker).	The same day
Severe	<ul style="list-style-type: none"> • Major injuries e.g. • Broken bones (not fingers) • Loss of limbs • Accident resulting in over 7 day injury • Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) 	Details logged Reported to Haringey H&S Team Reported to H & S executive under Riddor.	24 hours

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 pupils
- Access to parents' contact details

Risk assessments will be completed by the class teacher and checked by the educational visits' coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits.

5. First aid equipment

All First Aid trained Teaching Assistants are provided with a medical bag. A typical first aid bag for our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in medical bags.

First aid resources are stored in:

- The school office

6. Record keeping and reporting

6.1 First aid and Medical Tracker

- Medical Tracker will be completed by the first aider on the same day after an incident resulting in an injury before dismissal
- As much detail as possible should be supplied when reporting an accident, including all of the information included on Medical Tracker
- 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 office 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 office manager will report these to the Senior Leadership Team.

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
- 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

Medical Tracker will send an email to parents with information of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. The office will also telephone parents with information on head injuries and a head bump sticker will be given.

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 DSL will also notify children's services 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 2).

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 pediatric 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.

8. Monitoring arrangements

This policy will be reviewed by the Governing Body every 2 years.

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

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

Name	First Aid
Ade Olajide-Shittu	Level 3
Fiona Comoli	Level 3
Sharni Webster	Level 3
Vicky Selmani	Level 3
Songul Unek	Level 3
Caitlin Joseph	Emergency First Aid At Work (QCF)
Tasnim Aziz	Emergency First Aid At Work (QCF)
Samantha Stocksley	Emergency First Aid At Work (QCF)
Savina Xhaferi	Emergency First Aid At Work (QCF)
Latifa Khan	Emergency First Aid At Work (QCF)
Alba Miranda	Emergency First Aid At Work (QCF)
Barbara Dyer	Emergency First Aid At Work (QCF)
Julie Reynolds	Emergency First Aid At Work (QCF) / Emergency Paediatric
Karima Conneely	Emergency First Aid At Work (QCF)
Kehinde Abiose	Emergency First Aid At Work (QCF)
Shree Permala	Emergency First Aid At Work (QCF) / Emergency Paediatric
Farhana Asif	Emergency First Aid At Work
Daniela Krumova	Emergency First Aid At Work (QCF)
Laura Stocksley	Emergency Paediatric
Veronica Lurnagaray	Emergency Paediatric

Appendix 2: first aid training log

Name	Role	First Aid	Expiry Date – FAW	Paediatric	Expiry Date – PAE
Songul Unek	TA	Level 3	15/06/2024		
Samantha Stocksley	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Sharni Webster	Office	Level 3	14/01/2023	Level 3	23/10/2023
Ade Olajide-Shittu	Office	Level 3	10/03/2026		
Victoria Selmani	TA	Level 3	10/03/2026	Level 3	28/06/2024
Barbara Dyer	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Dorina Calin	TA	Emergency First Aid At Work (QCF)	05/03/2023		
Julie Reynolds	TA	Emergency First Aid At Work (QCF)	17/04/2026	Emergency	22/10/2023
Karima Conneely	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Kehinde Abiose	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Ruth De La Cruz	TA	Emergency First Aid At Work (QCF)	05/03/2023		
Shree Permala	TA	Emergency First Aid At Work (QCF)	17/04/2026	Emergency	22/10/2023
Fiona Comoli	Office	Level 3	11/12/2023	Level 3	28/11/2021
Farhana Asif	TA	Emergency First Aid At Work	17/04/2026		
Daniela Krumova	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Alba Miranda	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Savina Xhaferi	TA	Emergency First Aid At Work (QCF)	17/04/2026	Emergency	21/09/2026
Latifa Khan	TA	Emergency First Aid At Work (QCF)	17/04/2026		
Caitlin Joseph	CT	Emergency First Aid At Work (RQF)	26/09/2025		
Laura Stocksley	TA			Emergency	21/09/2026
Veronica Laurnagaray	CT			Emergency	21/09/2026

Appendix 3: responding to first aid during COVID

Appendix D and the First Aid - Potential transmission of COVID Risk Assessment

<i>Type of Accident</i>	<i>Example</i>	<i>Action</i>
Minor	Grazes Minor bumps to the head	<p>Dealt with by TA / first aider</p> <p>PPE that can be used and is stored in the office</p> <p><input type="checkbox"/> As per COVID Risk Assessment</p> <p>+ PPE must be donned and doffed as per gov video how to put PPE on and take it off safely</p>
	Vomiting	<p><input type="checkbox"/> First aider to be called</p> <p>PPE must be used</p> <p><input type="checkbox"/> As per COVID Risk Assessment</p> <p>+ PPE must be donned and doffed as per gov video how to put PPE on and take it off safely</p>
Possibly requiring medical / dental treatment	Severe cuts/lacerations. Impact injury (bang or blow) to the head (the head is defined as whole head & face)	<p>First aider to be called</p> <p>PPE must be used</p> <p><input type="checkbox"/> As per COVID Risk Assessment</p> <p>+ PPE must be donned and doffed as per gov video how to put PPE on and take it off safely</p>
Severe	Major injuries e.g. Broken bones (not fingers) Loss of limbs Accident resulting in over Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) Death	<p>First aider to be called</p> <p>PPE must be used</p> <p><input type="checkbox"/> As per COVID Risk Assessment</p> <p>+ PPE must be donned and doffed as per gov video how to put PPE on and take it off safely</p>

Treatment of
/COVID19
symptoms

Persistent cough,
high
temperature or loss
of smell or taste

First aider to be called

PPE must be used

☐ **As per COVID Risk Assessment**

+ PPE must be donned and doffed as per gov video
[how to put PPE on and take it off safely](#)

Pupil to be taken to the House for isolation

Parent immediately contacted

PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms or if called to an incident requiring first aid

Our policy follows government guidance linked below:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

As per this guidance and Appendix D in the Infection Control Policy:

How to work safely in specific situations, including where PPE may be required

Reference to PPE in the following situations means:

- fluid-resistant surgical face masks
- a visor if a fluid resistant face mask
- disposable gloves
- disposable plastic aprons
- spill kit

Where PPE is recommended, this means that:

- a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus or if responding to an incident requiring first aid
- if contact is necessary, then gloves, an apron and a facemask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

