



# Marsh Green Primary School

## First Aid Policy

2023-2024

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## 1 AIMS

### 1.1 AIMS

Marsh Green Primary School undertakes to ensure compliance with the relevant legislation in regard to the provision of first aid for all pupils and ensures best practise by extending the arrangements as far as is reasonably practicable to others who may be affected by our activities.

All employees have a statutory obligation to follow and co-operate with the requirements of this policy.

This policy is reviewed annually.

### 1.2 KEY OBJECTIVES

This policy aims to ensure that the following key objectives are addressed:

- A First Aid Needs Assessment is carried out and acted upon.
- There is a sufficient number of 'appointed persons' available for the numbers and risks identified in the First Aid Needs Assessment.
- 'Appointed persons' are adequately and safely able to deal with first aid. (Including training, awareness and other protective arrangements)
- There are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- The first aid provisions are clear and shared with all who may require them.

## 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:

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### School Practice, Procedures, Advice and Guidance



- 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

### 3 ROLES AND RESPONSIBILITIES

#### 3.1 Appointed person(s) and first aiders

The school's appointed persons are:

**Noula Kelly – Principal First Aider**  
School Office

**Danny Smith**  
Site Manager, Site Office / School House

**Kerry Chapman**  
School Office and Midday Assistant

**Loraine Beecham**  
Midday Assistant

**Elizabeth Playle**  
Teaching Assistant

**Wendy Reynolds**  
Teaching Assistant

**Louisa Jones**  
Teaching Assistant

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
- Keeping their contact details up to date

Their names will also be displayed prominently around the school.

#### 3.2 The local authority and governing board

The London Borough of Barking and Dagenham 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 headteacher and staff members.

### **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 appointed persons and/or 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 and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a is not called
- 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 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 emergency services are called, a member of office staff 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

A portable first aid kit including, at minimum:

- 6 individually wrapped sterile adhesive dressings
- 1 bandage – individually wrapped and preferably sterile
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader 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 (Main Office)
- Nursery
- New Road Staff Room

## **6 RECORD KEEPING AND REPORTING**

### **6.1 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
- 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.

#### **Staff Accident Book**

- An accident book is kept in the main school office for employees and should be completed whenever an employee has an accident or seeks / is given first aid. These books are kept for a period of no less than 3 years from the date of the last entry and are reviewed regularly at the first aiders meetings.

#### **Pupil Accident Book**

- An accident book is kept for pupils in the main office and in the Nursery. This should be completed whenever a child receives first aid from the school. These books are kept for a period of no less than 3 years from the date of the last entry and are reviewed regularly at the first aiders meetings (see 2.3).

### **6.2 Reporting to the HSE**

The principal first aider 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 principal first aider or headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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
  - 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
- Serious burns (including scalding) which:
  - o Covers more than 10% of the whole body's total surface area; or
  - o Causes significant damage to the eyes, respiratory system or other vital organs
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - o Carpal tunnel syndrome
  - o Severe cramp of the hand or forearm
  - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - o Hand-arm vibration syndrome
  - o Occupational asthma, e.g. from wood dust
  - o Tendonitis or tenosynovitis of the hand or forearm
  - o Any occupational cancer
  - o Any disease attributed to an occupational exposure to a biological agent
- 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:
  - o The collapse or failure of load-bearing parts of lifts and lifting equipment
  - o The accidental release of a biological agent likely to cause severe human illness
  - o The accidental release or escape of any substance that may cause a serious injury or damage to health
  - o An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

**6.3 Notifying parents (early years only)**

A first aider 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. Parents will also be informed if emergency services are called.

**6.4 Reporting to Ofsted and child protection agencies (early years only)**

The principal first aider 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 Designated Safeguarding Lead will also notify London Borough of Barking and Dagenham social services of any serious accident or injury to, or the death of, a pupil while in the school's care.

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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.

Schools with Early Years Foundation Stage provision insert:

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.

#### 8 MONITORING

This policy will be reviewed by a member of the SENDCo every year.

At every review, the policy will be approved by the governors.

Reviewed: 18.09.2023

Next review: September 2024

#### 9 LINKS TO OTHER POLICIES

- Health and safety policy
- Supporting pupils with medical conditions

## APPENDICES

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

| Staff member's name | Role                                   |
|---------------------|----------------------------------------|
| Noula Kelly         | Principal First aider<br>School office |
| Kerry Chapman       | Midday Assistant                       |
| Vicki Pearson       | Teaching Assistant                     |
| Elizabeth Payle     | Teaching Assistant                     |
| Wendy Reynolds      | Teaching Assistant                     |
| Louisa Jones        | Teaching Assistant                     |
| Loraine Beecham     | Midday Assistant                       |
| Rebecca Layfield    | Midday Assistant –<br>Playground only  |
| Danny Smith         | Site Manager                           |

