



Kensington Primary School

First Aid Policy

Reviewed: January 2025
To be reviewed: January 2028

This policy outlines Kensington Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy applies to all pupils in the school, including EYFS. The policy will be reviewed annually.

Aims

To identify the first aid needs in line with:

- Management of Health and Safety at Work act 1974.
- Department for Education and Employment: Guidance on first aid for schools (1998)
- The Health and Safety (First Aid) regulations 1981
- TTLT First Aid Policy as part of the health and safety management plan
- TTLT Accident, Assault and Incident recording and reporting arrangements

To ensure that first aid provision is available at all times while pupils, staff and visitors are on school premises, and also off the school premises whilst on school visits.

We aim to ensure that our policy is in line with the DFE Guidance on First Aid for Schools – A Good Practice Guide

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the School's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsible Personnel

The LAB of the school are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher and teaching staff, non-teaching staff, pupils and visitors (including contractors).

The LAB must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place.

The LAB should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on first aid is available for parents on request.

Teachers and other staff are expected to do all they can to secure the welfare and safety of the pupils.

Appointed Persons

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The appointed person should be a First Aider and have undertaken either the two/three day first aid at work training or at least the one day emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes
- In an extreme emergency an ambulance may be called. A person will be detailed to receive the ambulance at the nearest point of entry to the school.

For procedure please see Appendix 2

Casualties with suspected fractures or back or neck injuries must not be moved unless the ambulance personnel are present.

The First Aider must have completed and keep up-dated a training course approved by the HSE.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders the Head Teacher should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Risk Assessment Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head Teacher.

Appendix 1

First Aid Procedures

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Re-assessment of first aid provision

As part of the School's monitoring and evaluation procedures:

- The School Business Manager shall review the school's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The School Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.
- The School Business Manager also monitors the emergency first-aid training received by other staff and organizes appropriate training (including Paediatric First Aid for EYFS staff)
- The Appointed First Aider checks the contents of the first-aid boxes monthly.

Provision

The School is a low-risk environment, but the Head Teacher in conjunction with the School Business Manager, the EVC co-ordinator and/or the relevant SLT staff member will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- DT/Art rooms
- Adequate provision in case of absence, (including trips)
- Out-of-hours provision, (e.g. clubs/events)

Arrangements should be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on school premises.

Appointed persons A list of appointed first aiders is available on request from the School Business Manager. The list is visible in prominent areas of the school building at all times. The school business manager monitors the training of all first aiders and ensures that refresher training is carried out as required or new members of staff receive training as appropriate. The list is updated throughout the year with details of staff changes and training/refresher dates.

Qualifications and Training

First aiders hold a valid certificate of competence, issued by an approved organisation.

First Aid Materials, Equipment and Facilities

The Head Teacher must ensure that the appropriate number of first-aid boxes according to the risk assessment of the site are available.

All first aid boxes must be marked with a white cross on a green background.

- The school should ensure that a qualified first aider always accompanies classes on school trips and must carry a first-aid bag.
- First aid bags must accompany PE teachers off-site.
- First aid boxes should be kept near to hand-washing facilities.
- Spare stock should be kept in school.
- Responsibility for checking and re-stocking the first-aid boxes is that of the appointed first aiders who are four day trained.

First aid boxes are found at the following locations:

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- First aid room (ground floor)
- Middle hall (first floor)
- Top Hall (second floor)

Anyone requiring first aid will be seen in the first instance by an appointed person on the respective floor where the injured person may be.

If it is necessary to send a child home the parent or primary carer will be contacted.

It is the school policy that when a child has either been physically sick or has had a temperature, he or she must be kept at home for 48 hours following either the end of the sickness or the return to a normal temperature.

Written permission will be obtained for each and every medicine to be given to any child with the parent informed of the time the dosage was given. Parents of children will be informed of every incident/accident and of any first aid applied.

Accommodation

The medical room is solely used for medical purposes. It also includes a W.C.

Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressing or equipment.

In relation to hygiene procedures for spillage of body fluids, a bio-hazard pack should be obtained from the first aid room for the disposal of body fluids.

Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The school must keep a record of any reportable injury, disease or dangerous occurrence.

This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records. If deemed necessary by the appointed first aider, parents will be informed of an accident.

The following accidents must be reported to the HSE:-

Involving employees or self-employed people working on the premises:-

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents .

Involving pupils and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work. i.e. if it relates to
- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay by completing the online form using this link <https://www.hse.gov.uk/riddor/report.htm>. A RIDDOR report can also be made by telephone on 0345 300 9923 (Monday to Friday 8.30am to 5.00pm)..

The Head Teacher is responsible for ensuring this happens. The Head Teacher or the school's Health and Safety Manager must complete the RIDDOR Form with all relevant details within 7 days of the incident. The school follows the incident reporting in schools guidance on the HSE website <https://www.hse.gov.uk/pubns/edis1.htm>

Identification and Treatment of pupils with particular medical conditions

Parents complete a medical form when registering their child. The original is kept in the pupil's file and has a copy.

Any regular medicines are named and kept in the school office. They are stored in a locked first aid cupboard with the exception of antibiotics which are stored in the fridge. Details of medicines dispensed are kept in a separate book.

Prescribed inhalers for asthmatic children are kept in the school office and they are administered as prescribed by either the first aider or the child themself.

Record Keeping

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept **for a minimum of three years**.

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head Teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of accident / incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

The Head Teacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

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Accident records can be used to help the Head Teacher and the Child Protection and safeguarding lead identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head Teacher should establish a regular review and analysis of accident records.

All First Aid Courses need to be renewed every 3 years

Locations of first aid boxes:

1. First Aid Room
2. Middle Hall
3. Top Hall

First aid bags for off-site activities can be obtained from the Administration office.

An Ambulance will be called after any accident /incident if the First Aider in charge deems it necessary to have further medical intervention.

EMERGENCY PROCEDURE FOR CALLING AN AMBULANCE

1. Press 9 for a line
2. Dial 999
3. Ambulance required at:
Kensington Primary School
Kensington Avenue
London E12 6NN
Telephone: 020 8470 2339
4. Give brief details of accident or incident and the consequent injury or problem
Give details of any treatment which **has** or **is** being administered
5. Notify the Head Teacher and/or Deputy Head immediately