



NORTHSIDE Primary School

First Aid Policy
Last review: November 22
Ratified: November 22
Review: November 22

Rationale

At Northside, we believe that we must provide a safe and caring environment for the member of our community. This first aid policy will:

- 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

Key Principles

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

Northside Values

- | | |
|-------------------|---|
| RESPECT | to value our needs, beliefs and each other |
| PRIDE | to have confidence in our abilities and celebrate success |
| INCLUSION | to work together with families and our diverse community to become life-long learners |
| CHALLENGE | to have high expectations of ourselves so we achieve our best |
| CREATIVITY | to creatively express our feelings and ideas |
| RESILIENCE | to develop life skills so we fulfil our potential |

UN Rights of the Child:

Article 28 (right to education) Every child has the right to an education.

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 6 (life, survival and development) Every child has the right to life.

Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Article 24 (health and health services) Every child has the right to the best possible health

In Practice

Roles and Responsibilities

To ensure the safety of the staff and children, the Governing Body and headteacher will ensure that there will be;

- An appointed person to take charge of the first aid arrangements
- At least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times in the Early Years
- At least 1 person who has a current 'First Aid at Work for Adults' certificate for every 50 members of staff
- At least 1 person who had an 'Emergency First Aid' certificate in Key Stage One and 2 people in Key Stage Two
- At least half of the mealtime supervisors will have an 'Emergency First Aid' certificate

Appointed Persons and First Aiders

The school's appointed people are Sian Parry and Liz Longworth. 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 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
- Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Local Authority and Governing Body

Barnet Council 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.

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
- Ensuring that adequate space is available for catering to the medical needs of pupils

- Reporting specified incidents to the HSE when necessary

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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

First Aid Procedures

In-School Procedures

All staff on break duty to take out first aid bags to the playgrounds to ensure they can administer first aid immediately if needed.

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 senior leadership team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: 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.

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
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises and uploaded on to Evolve for signing off by the Lucy Mulvihill-Ellis (Education Visits Leader)

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on Early Years trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will use our 'best endeavours' to ensure 1 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 or emergency PFA certification 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.

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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

The medical room and any room that is occupied by staff or children.

Record-keeping and Reporting

First Aid and Accident Record Book

- An accident form will be completed by the first aider/relevant member of staff 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
- A copy of the accident report form will be given to parents on the day of the accident

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.

Reporting to the HSE

The Headteacher 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 School Secretary 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>

Notifying Parents

Class teachers 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.

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 Designated Safeguarding Leader will also notify MASH of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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. 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 paediatric 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.

Monitoring Arrangements

This policy will be reviewed by the Headteacher every 2 years. At every review, the policy will be approved by the Governing Body.

Links with other Policies

This first aid policy is linked to the Health and safety policy and the Policy on supporting pupils with medical conditions



First Aiders and Paediatric First Aiders

Name	Certificate Held	Valid Until
Whole School		
Ms. Parry	Emergency First Aid at work Paediatric First Aid	25.09.22 20.10.23
Mr. Barclay	Paediatric First Aid	22.02.23
Mrs. Longworth	Paediatric First Aid	11.11.23
Ms. Ellis	Full Paediatric First Aid	08.09.24
Early Years		
Mrs. Antonowicz	Paediatric First Aid	20.11.23
Mrs. Shah	Full Paediatric First Aid	2.12.22
Mrs. Speight	Full Paediatric First Aid	22.1.22
Mrs. Zaman	Full Paediatric First Aid	24.2.23
Mrs. Karageorgopoulou	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Key Stage 1		
Mrs. Machlarz	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Miss Matsu	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Key Stage 2		
Mrs. Moore	Full Paediatric First Aid	4.11.22
Mrs. Ramaj	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Mrs. Kawathekar	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Ms. McQuirk	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Mrs. Noor Zehra	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Ms. Tedeku	Emergency First Aid at Work	06.11.22
MTS		
Mrs. Carson	Full Paediatric First Aid Emergency First Aid at Work	08.09.24
Mrs. Jain	Emergency First Aid at Work	15.07.22