

Christ Church (Brondesbury) CE Primary School

First Aid Policy



Responsible Governors' Committee	Full Governing Board
Date Approved	July 2023
Date of next review	July 2024
Signature	

Christ Church (Brondesbury) CE Primary School

School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

2 Corinthians 8:7

“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”

Our vision is embedded within the Christian values of:

Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
G ive learning your best	<ul style="list-style-type: none">• Try your best at everything• Follow the “give me five” rules
O wn your choices	<ul style="list-style-type: none">• Be respectful and polite• Be honest and take responsibility for your words and actions
L ove yourself, as God loves you	<ul style="list-style-type: none">• Love yourself, for you are special• Love your neighbours with all your heart
D ream big, work hard and pray	<ul style="list-style-type: none">• Aim high• Always be ready to learn• With prayer, everything is possible

This policy reflects and supports our school vision in that through our provision of First Aid at Christ Church we strive to “...provide a supportive, safe, respectful and reflective environment in which all flourish”. This is echoed in our Bible passage as we excel in our love and in our Going for GOLD with faith as we love ourselves and others as God loves us..

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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](#) 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's Appointed Persons are: James Kelly & Louise Cullinane. 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 Persons and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of Appointed Persons and 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 accident reports (see appendix 2) 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, the Admin 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.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site 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 carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

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.

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
- 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.

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.

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.

5. 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
- Reception (at the desk)
- The school kitchens
- All classrooms (in small First Aid bags)

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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Admin Staff
- 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 School 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 School Business Manager 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) which:
 - Covers more than 10% of the whole body's surface area; or

- Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related 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). In this case the SBM will report these to the HSE as soon as reasonably practical and in any event within 15 days of the accident
- Where an accident leads to someone being taken to hospital
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - 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:
- 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

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)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The School Admin Staff & First Aiders will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Parents will also be informed if the emergency services are called.

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 Authority and the Local Authority Designated Officer 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 certificate expires. The school will arrange for staff to retake their 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 and is updated at least every 3 years.

Training in school will aim to ensure that we at least meet the statutory regulations for numbers of First Aiders in School (at least 1 First Aid trained person + those identified to meet the school's needs) and at least 50% of staff trained. Within this 50% the school will train all HLTAs in order to cover playground supervision and Trips outside of school.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher yearly.

At every review, the policy will be approved by Full Governing Board.

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 Appointed Persons for First Aid and First Aiders

Headteacher	Mr J Kelly		
Assistant Headteacher	Mrs P Shah	Assistant Headteacher	Mr G Veater
Inclusion Leader	Mr J Kelly		
EYFS unit	Mrs. L Cullinane	Miss C Butler	Ms. A Keita Miss S Ayub
Year 1	Miss D Sahabandu	HLTAs Mrs N Qutab Miss L Austin Ms. R Reilly	
Year 2	Miss S Ahmed		
Year 3	Miss N Daniel		
Year 4	Mr G Hannah		
Year 5	Mr G Veater	Mrs P Shah	Miss Z Riaz (SCITT)
Year 6	Mrs J Jude		
PPA	Mr S Holness	Music (BMS)	
School Business Manager	Mrs J Carrington	School Admin	Mrs S Badr (0.5) Miss E Yaseen
Premises Manager	Mr S Chaudhry		
SMSAs	Mrs S Moran		
	Mrs S Jansari		

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

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 UPDATED (WHERE APPLICABLE)
Paediatric First Aid	James Kelly	May 2022	May 2025
	Louise Cullinane	February 2022	February 2025
First Aid (with paediatric element)	Parita Shah	February 2022	February 2025
	Nadia Qutab	February 2022	February 2025
	Jasmine Jude	February 2022	February 2025
	Eman Yaseen	February 2022	February 2025
	Aicha Keita	February 2022	February 2025
	Anna Kramer	February 2022	February 2025
	Shagufta Ayub	February 2022	February 2025
	Mengfei Zhu	February 2022	February 2025
	Jacqueline Carrington	February 2022	February 2025
	George Veater	February 2022	February 2025
	Salina Ahmed	February 2022	February 2025
	Dimitri Sahabandu	February 2022	February 2025
	Sandra Moran	February 2022	February 2025
Sonalben Jansari	February 2022	February 2025	
Sarah Badr	March 2022	March 2025	
Leah Austin			
Rosalyn Reilly			
Shabir Chaudhry			

First Aid Risk Assessment			
School		Completed by	
Date Completed		Review Date	
Hazard Identification and control Measures			
Step 1 – Identify significant hazards	Step 2 – Identify who might be harmed and how		Step 3 – Identify precautionary measures already in place
	Who might be harmed	Type of harm	
Inadequate emergency response	Employees, Agency staff, Visitors, Contractors, Pupils	Serious injury	School is situated close to St. Mary's Hospital and The Royal Free Hospital and the estimated time for an ambulance to arrive on site is within the London Ambulance target of 14 minutes.
Inadequate provision of First Aid	Employees, Agency staff, Visitors, Contractors, Pupils	Serious injury	<ul style="list-style-type: none"> • Most staff on-site are trained as First Aiders – 2022 training included the use of Epi-Pens and inhalers • Breakfast and After-School club have trained First Aid staff • 3 members of staff have current Paediatric First Aid certificates which are renewed every 3 years – these members of staff are displayed on notices throughout the building
Inadequate First Aid treatment	Employees, Agency staff, Visitors, Contractors, Pupils	Serious injury	All First Aid staff complete relevant Emergency First Aid or Paediatric First Aid courses which are renewed every 3 years in order to remain within current updates/guidelines.
Unaware of how to summon First Aid provision or an ambulance	Employees, Agency staff, Visitors, Contractors, Pupils	Serious injury	<p>SLT are responsible for ensuring any new or temporary staff are made aware of First Aid requirements – see safeguarding leaflet.</p> <p>Adequate information is also given to any on-site contractors.</p> <p>A walkie-talkie is kept in the medical room for use in case of emergency – First Aiders can be summoned if necessary</p> <p>In</p>
Insufficient first aid supplies	Employees, Agency/Casual staff, Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> • Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. • The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&S web site provides advice and guidance on this subject.

			<ul style="list-style-type: none"> • First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within their own kits and for requesting any replenishment via their line manager or local ordering procedure. • The First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves & resuscitator, to reduce the risk of transfer of contaminated bodily fluids. • In addition, first aid supplies are available at controlled points within the school establishment e.g. <ul style="list-style-type: none"> ○ Office ○ Medical Room
Trips, falls and bumps to the head	Pupils	Minor injury	<ul style="list-style-type: none"> • All injured children to see a First Aider. • Children to receive First Aid treatment & Cold Compress as required. • ALL children to receive a 'Bump to the Head' text or phone call from the school office for injuries involving the head & face. Any bumps to heads are recorded in First Aid book. • Texts or phone calls are currently used if child has nose bleed or takes their inhaler at school. • Minor accidents to be recorded in the First Aid book. • Serious accidents e.g. broken bones, stitches to be recorded on HS1 form (school office). Headteacher MUST be informed. • Phone calls to parents/carers as required • If in doubt, check injuries with Head Teacher or AHTs in their absence. • Parents/Carers to inform school of any medical conditions. • Parents/Carers to inform school of up-to-date emergency contact details. • Injured children are not to be left unsupervised.