



## First Aid Policy

### Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

#### VISION STATEMENT

*For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.*

Approved by Governing Body

Date : May 2020

FIRST AID POLICY

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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 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

At least one person who has a current paediatric first aid certificate must be on the premises at all times.

An 'appointed person' to take charge of first aid arrangements,

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

The school's appointed First Aiders are listed in Appendix 1. .

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 trained first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

Waltham Forest 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.

### **3.3 The Headteacher**

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

- Ensuring that an appropriate number of 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 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 Team** will contact parents immediately
- The 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

#### **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
- Parents' contact details

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

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

#### **4.3 COVID19**

Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

What to do if a child or adult has symptoms of coronavirus

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Use the [111 online coronavirus service](#) if the child is 5 or over. Call 111 if they're under 5.

### **5 First aid equipment & medical base**

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 areas
- Reception (at the desk)
- The school hall
- All classrooms
- The school kitchens

## **Medical Area**

The medical areas are situated near the main offices. On the North there is a fridge and sink unit. On the south the nearest fridge is the staffroom and sink unit is the adult toilet.

## **6 Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An entry in the Accident Record Book will be completed by the 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 at Appendix 2
- All injuries involving the head have text messages sent home to parents and the child is provided with a wrist band stating they have had a head injury
- The Accident Record 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)
  - 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**

The **Admin Team** 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.

### **6.4 Reporting to Ofsted and child protection agencies**

The **Early Years Assistant Head** 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 Safe Guarding Lead** will also notify **Early Help** 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).

Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least one 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 three years.

## **8 Monitoring arrangements**

This policy will be reviewed by the Curriculum Governors every year. At every review, the policy will be approved by the 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
- Early Years Policy
- Administering medicine



**Appendix 1:**

## Current First Aid Certificate Holders

Name	Date	Expiry Date
Lesley Shoemith	5 July 2018	5 July 2021
Gemma Varney	3 October 2018	3 October 2021
Claire Shoemith	17 January 2019	17 January 2022
Markida Roberts-Wright	17 January 2019	17 January 2022
Trunesh Mellad	28 November 2019	28 November 2022
Danielle Winwright	28 November 2019	28 November 2022
Meryem Mutisya	5 February 2020	5 February 2023
Jamila Abuubakar	5 February 2020	5 February 2023
Name	Date	Expiry Date
Alex Merchant	05/09/2017	05/09/2020
Ben Darling	05/09/2017	05/09/2020
Cheril Ryan	05/09/2017	05/09/2020
Coralie Zanon	05/09/2017	05/09/2020
Deborah Adebayo	05/09/2017	05/09/2020
Deeana Henshaw	05/09/2017	05/09/2020
Dominic Beckett	05/09/2017	05/09/2020
Farzana Shafiq	05/09/2017	05/09/2020
Fazia Chiheb	05/09/2017	05/09/2020
George Craddock	05/09/2017	05/09/2020
Jane Cartwright	05/09/2017	05/09/2020
Jon Cole	05/09/2017	05/09/2020
Kristina Odeen- Isbister	05/09/2017	05/09/2020
Linda Foxcroft	05/09/2017	05/09/2020
Misbah Chaudry	05/09/2017	05/09/2020
Nasreen Amin	05/09/2017	05/09/2020
Natalie Miller- Stanislas	05/09/2017	05/09/2020
Neelan Bostan	05/09/2017	05/09/2020
Pernell Simpson	05/09/2017	05/09/2020
Rasa Cesionyte	05/09/2017	05/09/2020
Robin Halstead	05/09/2017	05/09/2020
Sarah Nichols	05/09/2017	05/09/2020
Shahnaz Sassa	05/09/2017	05/09/2020
Shazia Ansari	05/09/2017	05/09/2020
Shazia Hussain	05/09/2017	05/09/2020
Shogufta Mahmood	05/09/2017	05/09/2020
Syeda Hoque	05/09/2017	05/09/2020
Winston Forrester	05/09/2017	05/09/2020
Zebun Hussain	05/09/2017	05/09/2020

Name	Date	Expiry Date
Debi Swinhoe	4 January 2019	4 January 2022
Kate Jennings	4 January 2019	4 January 2022
John Garlick	4 January 2019	4 January 2022
Gemma Kent	4 January 2019	4 January 2022
Beatrice Carter	4 January 2019	4 January 2022
Rashda Chaudhary	4 January 2019	4 January 2022
Clair Watkin	4 January 2019	4 January 2022
Stephen Hall	4 January 2019	4 January 2022
Jessica Harper	4 January 2019	4 January 2022
Fahmeeda Hussain	4 January 2019	4 January 2022
Shaiwana Ali	4 January 2019	4 January 2022
Sajida Hussain	4 January 2019	4 January 2022
Shereen Lambat	4 January 2019	4 January 2022
Precy Pereira	4 January 2019	4 January 2022
Farhana Sohail	4 January 2019	4 January 2022
Ebru Sazdili	4 January 2019	4 January 2022
Oscar Rodrigues	4 January 2019	4 January 2022
Magdalena Klonowksa	4 January 2019	4 January 2022
Joanne Laing	4 January 2019	4 January 2022
Rahima Mozir	4 January 2019	4 January 2022
Lisa Osborne	4 January 2019	4 January 2022
Vasliki Roidou	4 January 2019	4 January 2022
Ben Darling	4 January 2019	4 January 2022
Paul Gwynn-Jones	4 January 2019	4 January 2022
Mariam Modan	4 January 2019	4 January 2022

Name	Date	Expiry Date
Rose Williams	4 January 2019	4 January 2022
Carthei Partheepan	4 January 2019	4 January 2022
Zainab Sameen	4 January 2019	4 January 2022
Margaret Usmar	4 January 2019	4 January 2022
Maryam Afzal	4 January 2019	4 January 2022
Hafssah Yunus	4 January 2019	4 January 2022
Helen Barnes	4 January 2019	4 January 2022
Shaesta Khan	4 January 2019	4 January 2022

**Appendix 2: Accident Report Form**

Accident Form

Date / Time	Child's Full Name/ Class	Description of Accident	Action Taken	Temperature Reading	Person Completing the form	Phone Call Home Time / Initial
			Cold Compress Cleaned Other			
			Cold Compress Cleaned Other			
			Cold Compress Cleaned Other			
			Cold Compress Cleaned Other			
			Cold Compress Cleaned Other			
			Cold Compress Cleaned Other			

Appendix 3 : Current Staff Training

Name	Course Name	Date	Expiry Date
Lesley Shoemsmith	Full Paediatric First Aid	5 July 2018	5 July 2021
Gemma Varney	Full Paediatric First Aid	3 October 2018	3 October 2021
Claire Shoemsmith	Full Paediatric First Aid	17 January 2019	17 January 2022
Markida Roberts-Wright	Full Paediatric First Aid	17 January 2019	17 January 2022
Trunesh Mellad	Full Paediatric First Aid	28 November 2019	28 November 2022
Danielle Winwright	Full Paediatric First Aid	28 November 2019	28 November 2022
Meryem Mutisya	Full Paediatric First Aid	5 February 2020	5 February 2023
Jamila Abuubakar	Full Paediatric First Aid	5 February 2020	5 February 2023
Name	Course Name	Date	Expiry Date
Alex Merchant	First Aid Training	05/09/2017	05/09/2020
Ben Darling	First Aid Training	05/09/2017	05/09/2020
Cheril Ryan	First Aid Training	05/09/2017	05/09/2020
Coralie Zanon	First Aid Training	05/09/2017	05/09/2020
Deborah Adebayo	First Aid Training	05/09/2017	05/09/2020
Deeana Henshaw	First Aid Training	05/09/2017	05/09/2020
Dominic Beckett	First Aid Training	05/09/2017	05/09/2020
Farzana Shafiq	First Aid Training	05/09/2017	05/09/2020
Fazia Chiheb	First Aid Training	05/09/2017	05/09/2020
George Craddock	First Aid Training	05/09/2017	05/09/2020
Jane Cartwright	First Aid Training	05/09/2017	05/09/2020
Jon Cole	First Aid Training	05/09/2017	05/09/2020
Kristina Odeen-Isbister	First Aid Training	05/09/2017	05/09/2020
Linda Foxcroft	First Aid Training	05/09/2017	05/09/2020
Misbah Chaudry	First Aid Training	05/09/2017	05/09/2020
Nasreen Amin	First Aid Training	05/09/2017	05/09/2020
Natalie Miller-Stanislas	First Aid Training	05/09/2017	05/09/2020
Neelan Bostan	First Aid Training	05/09/2017	05/09/2020
Pernell Simpson	First Aid Training	05/09/2017	05/09/2020
Rasa Cesionyte	First Aid Training	05/09/2017	05/09/2020
Robin Halstead	First Aid Training	05/09/2017	05/09/2020
Sarah Nichols	First Aid Training	05/09/2017	05/09/2020
Shahnaz Sassa	First Aid Training	05/09/2017	05/09/2020
Shazia Ansari	First Aid Training	05/09/2017	05/09/2020
Shazia Hussain	First Aid Training	05/09/2017	05/09/2020
Shogufta Mahmood	First Aid Training	05/09/2017	05/09/2020
Syeda Hoque	First Aid Training	05/09/2017	05/09/2020
Winston Forrester	First Aid Training	05/09/2017	05/09/2020
Zebun Hussain	First Aid Training	05/09/2017	05/09/2020

Name	Course Name	Date	Expiry Date
Debi Swinhoe	First Aid at Work	4 January 2019	4 January 2022
Kate Jennings	First Aid at Work	4 January 2019	4 January 2022
John Garlick	First Aid at Work	4 January 2019	4 January 2022
Gemma Kent	First Aid at Work	4 January 2019	4 January 2022
Beatrice Carter	First Aid at Work	4 January 2019	4 January 2022
Rashda Chaudhary	First Aid at Work	4 January 2019	4 January 2022
Clair Watkin	First Aid at Work	4 January 2019	4 January 2022
Stephen Hall	First Aid at Work	4 January 2019	4 January 2022
Jessica Harper	First Aid at Work	4 January 2019	4 January 2022
Fahmeeda Hussain	First Aid at Work	4 January 2019	4 January 2022
Shaiwana Ali	First Aid at Work	4 January 2019	4 January 2022
Sajida Hussain	First Aid at Work	4 January 2019	4 January 2022
Shereen Lambat	First Aid at Work	4 January 2019	4 January 2022
Precy Pereira	First Aid at Work	4 January 2019	4 January 2022
Farhana Sohail	First Aid at Work	4 January 2019	4 January 2022
Ebru Sazdili	First Aid at Work	4 January 2019	4 January 2022
Oscar Rodrigues	First Aid at Work	4 January 2019	4 January 2022
Magdalena Klonowksa	First Aid at Work	4 January 2019	4 January 2022
Joanne Laing	First Aid at Work	4 January 2019	4 January 2022
Rahima Mozir	First Aid at Work	4 January 2019	4 January 2022
Lisa Osborne	First Aid at Work	4 January 2019	4 January 2022
Vasliki Roidou	First Aid at Work	4 January 2019	4 January 2022
Ben Darling	First Aid at Work	4 January 2019	4 January 2022
Paul Gwynn-Jones	First Aid at Work	4 January 2019	4 January 2022
Mariam Modan	First Aid at Work	4 January 2019	4 January 2022

Name	Course Name	Date	Expiry Date
Rose Williams	First Aid at Work	4 January 2019	4 January 2022
Carthei Partheepan	First Aid at Work	4 January 2019	4 January 2022
Zainab Sameen	First Aid at Work	4 January 2019	4 January 2022
Margaret Usmar	First Aid at Work	4 January 2019	4 January 2022
Maryam Afzal	First Aid at Work	4 January 2019	4 January 2022
Hafssah Yunus	First Aid at Work	4 January 2019	4 January 2022
Helen Barnes	First Aid at Work	4 January 2019	4 January 2022
Shaesta Khan	First Aid at Work	4 January 2019	4 January 2022

## WHAT PRECAUTIONS SHOULD PEOPLE PRACTISING FIRST AID TAKE?

In all situations requiring first aid, control procedures need to be taken to reduce the risk of spreading any infection including HIV and Hepatitis B.

### The following precautions should therefore be adopted:

- **Protect existing wounds** - always cover any exposed cuts or abrasions on yourself with a waterproof dressing before treating any casualty, whether or not any infection is suspected. If you have a skin blemish such as a cut, abrasion or eczema that cannot be covered effectively it would be better to refrain from dealing with bleeding wounds, unless disposable gloves are worn. Keep a stock of these with your first aid equipment;
- **Prevent the spread of infection** - always wash your hands before and after treating a casualty especially if you are applying dressings;
- **Prevent new wounds** - handle scissors and other sharp instruments carefully. If you do injure the patient or yourself, encourage the wound to bleed and then wash it thoroughly with soap and water. Report the incident to your manager and seek medical advice; and
- **Prevent contact with all possible sources of infection** - wear a clean apron or overall if possible, and, if contact with the casualty's body fluid or blood is unavoidable, wear plastic gloves.
- **Dispose of spillages and possibly contaminated material safely** - if blood or body fluid needs to be mopped up:
  - Wear disposable gloves and after use, dispose in a yellow double bag;
  - Use paper towels or tissues and place in a yellow double bag. Label the package and dispose of as "medical waste";
  - HIV is destroyed by ordinary disinfectant. Areas where spills have occurred should be washed with a solution of disinfectant and warm water. Use the solution to wash any instruments used, e.g. scissors. Any instruments used should be sterilised;
  - Any sharp material e.g. broken glass, should be wrapped in newspaper and placed in a strong envelope or cardboard box marked and disposed of as "medical waste". Syringes and needles should always be disposed of in a sharps container; see poster below.
  - Make sure any medical waste is double-bagged. The Environmental Health Service can offer advice on disposal.
  - If clothing is contaminated wash in hot water or in a washing machine on a hot cycle as soon as practicable. Otherwise dry-clean the clothes.
- **Resuscitate casualties where necessary** - HIV infection is not spread by kissing and no cases of infection have been reported as a result of giving mouth to mouth resuscitation.

Sharps and Body Fluid Kits are specifically designed for the safe clean up and disposal of biohazard spills, such as blood and vomit. .

**APPENDIX A Checklist and Poster**

**Establishment Mission Grove Primary School**

**Date :**

<b>FIRST AID CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS / ACTION REQUIRED</b>
1. Has the establishment been categorised according to level of risk(s)?			
2. Has the establishment arranged <b>appropriate</b> First-aider training based on the number of staff / pupils, also, the type of school e.g. nursery, primary or secondary or special?			
3. Are first aid boxes readily available throughout the establishment?			
4. Are first aid boxes and travelling / minibus kits stocked in accordance with this LCoP?			
5. Are notices displayed in prominent positions detailing the name / location of first aiders, appointed persons? If not, how are employees informed of the arrangements for first aid?			
6. Does the first aid room conform to the guidance of this LCoP?			
7. Are staff aware of the accident reporting / investigating procedure?			
8. Has the first-aid treatment given been recorded on the accident / incident report form.			
9. Where necessary, have first aid arrangements been made for lone workers and staff etc. on educational visits?			
10. Has the establishment formulated arrangements for supporting pupils with medical needs?			

# NEEDLESTICK- SHARPS INJURY

If you suspect that you have received a needlestick/ sharps injury



## TAKE IMMEDIATE ACTION

**1. Bleed it** - by squeezing not sucking



**2. Wash it** - with copious amounts of soap and running water  
then cover with a water proof dressing



**3. Report it** - to your Line Manager and Occupational Health 020 8496 1480

Take appropriate advice



**4. Attend** - Accident and Emergency Department of the local hospital

- If possible, take syringe/ needle in a safe manner to  
the hospital along with information of origin



**5. Ensure** - completion of accident/ incident report form



