



## FIRST AID POLICY

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's operates as a group of schools with a similar ethos and values. However in some areas, it is appropriate for each school to adopt discrete procedures, acknowledging the individual identity of each school and its specific personnel and systems. These supplementary procedures can be found by clicking the name of the relevant school under the contents list of this Policy.

This Policy should be read in conjunction with Thomas's COVID-19 Policy, Educational Visits (EVOSA) Policy, Food and Dietary Policy, Health and Safety Policy, Medical Care Policy.

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### SCHOOL SUPPLEMENTS

[Thomas's Battersea First Aid Policy Supplement](#)

[Thomas's Clapham First Aid Policy Supplement](#)

[Thomas's Fulham First Aid Policy Supplement](#)

[Thomas's Kensington First Aid Policy Supplement](#)

### 1. INTRODUCTION

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. It applies to all staff and pupils, including those in the Early Years.

## **2. AIMS**

- To identify the first aid needs of the School in line with current legislation.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- 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 training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Schools together with details of any first aid treatment given.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- To ensure that any notifiable accidents that occur in the Early Years are reported to the local child protection agency if required.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 The Principals**

- To be responsible for the health and safety of their employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).
- To ensure that a risk assessment of the Schools is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- To ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

### **3.2 The Head**

- To be responsible for putting the policy into practice and for developing detailed procedures.
- To ensure that the policy and information on the School's arrangements for first aid are made available to parents.

### **3.3 Members of staff**

- To do all they can to secure the welfare of the pupils.

### **3.4 The First Aider**

- To complete and update training courses regularly and hold a valid certificate of competence, issued by an organisation approved by the HSE. This is a voluntary post. He/she 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 Heads 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.

### **3.5 The Appointed Person**

- To complete and update First Aid training courses regularly and hold a current First Aid certificate.
- To ensure that First Aid boxes are located at strategic points around the school;
- To look after the first aid equipment eg checking and restocking the First Aid boxes at least every two weeks;
- To liaise with the Transport Manager and named member of PE department to ensure their First Aid boxes are also checked and restocked;
- To take charge when someone is injured or becomes ill;
- To ensure that an ambulance or other professional medical help is summoned when appropriate.

## **4. PROVISION**

### **4.1 Personnel**

The Heads will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The Schools are low risk environments, but the Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- the physical layout of the school;
- off-site PE;
- school trips;
- Science labs;
- DT/Art rooms;
- Playground;
- adequate provision in case of absence, including trips;
- out-of-hours provision eg clubs, events.
- specific statutory requirements for EYFS

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. At least one person who has a current paediatric First Aid certificate will be on the premises or on an outing, at all times, in particular when EYFS children are present.

An online training log is kept by the Health and Safety Officer in each school and a list of all First Aiders and the dates of their training courses is posted in the First Aid room.

### **4.2 Qualifications and Training**

The Schools' Medical Officer/School nurse/Medical leads and Office staff complete regular 3 day First Aid at work courses and also Paediatric First Aid courses both of which lead to a certificate of competence. Maintenance staff complete regular 3 day First Aid at work certificated courses.

In addition a first aid course, consisting of a blend of online and in person training and, which includes paediatric first aid training, is completed by a number of members of staff across the schools. The schools appoint at least one Appointed Person per key stage. In

addition, all members of the PE, Drama, Art, Science and Transport departments will be Appointed Persons.

#### **4.3 First aid materials, equipment and facilities**

The Heads must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background.
- Each school bus must carry a first aid container.
- First aid containers must accompany PE teachers off-site.
- First aid containers should be kept near to hand washing facilities.
- Spare stock should be kept in school.

In addition each school has a defibrillator and staff trained in its use

The following people are responsible for checking and restocking the first aid containers:

- In school, the Appointed Person or Medical Officer/School Nurse.
- On buses, the Transport Manager.
- For off-site PE, a named member of the PE department.

#### **4.4 Accommodation**

The Principals must provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should afford privacy, be close to a lavatory and must contain a washbasin.

## **5 PROCEDURES**

### **5.1 Risk assessment**

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and department heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principals and Heads.

### **5.2 Re-assessment of first aid provision**

As part of the Schools' annual monitoring and evaluation cycle:

- the Heads review the Schools' first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc;
- the Head of HR monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions;
- the Head of HR also monitors the emergency first aid training received by other staff and organises appropriate training;
- the Health and Safety Officer or Medical Lead/School Nurse does a full audit and stocktake of the first aid boxes termly.

### **5.3 Providing information**

The Heads will ensure that staff, parents and children are informed about the Schools' first aid arrangements.

The Medical Officer/School Nurse/Medical Lead will:

- provide information packs/school procedures training for new staff as part of their induction programme;

- maintain a first aid file, notice board and related medical documentation for when needed;
- review basic medical procedures & practices as needed in school, as requested
- give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook;
- ensure all members of staff are aware of the protocols for recording and reporting any accidents, including informing parents of children in the Early Years of any incidents the same day they occur.
- alert staff during a specific outbreak of illness in school re management & procedures in place;
- provide regular information and updates for parents in regard to any outbreak of illness in school.

#### 5.4 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 dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places
- Any spillage of bodily fluids will be cleared away in line with [HSE guidance](#). PPE will be worn. Any residues will be scraped into a sealable bags coloured in accordance with HSE guidance, for safe disposal. Any contaminated material will be bagged up for laundry or disposal and all surfaces disinfected.
- During the Coronavirus (COVID-19) pandemic, additional precautions and the use of PPE are adopted in line with government guidance. [Safe working in education, childcare and children's social care](#)

#### 5.5 Accidents/Incidents

Each school follows specific procedures when treating a pupil, member of staff or visitor who has sustained an accident or injury. **See *School supplements*.**

If a pupil appears to be experiencing chest pain, difficulty with breathing or speaking or numbness an ambulance will be called. Other symptoms that necessitate an immediate response include:

- severe bleeding that can't be stopped by applying direct pressure;
- unconsciousness;
- lack of awareness of their immediate surroundings;
- severe allergic reactions accompanied by breathing difficulties;
- a fit/seizure, even if they seem to recover.

Other injuries that may require an ambulance response are:

- a fall from a height
- having been hit with force
- sustaining burns severe enough to need dressing

#### 5.6 Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Principals 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;
- a brief description of the nature of the event or disease.

This record can be combined with other accident records.

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 seven days

For definitions, see [HSC/E guidance on RIDDOR 2013, 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.

The Head is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

The Health and Safety Officer/Medical Lead, must complete the RIDDOR Form **see Appendix 1** and email it to the HR Manager at Ringwood [Ext.222], The HR Manager will report the incident to HSE and also to our insurers.

## 5.7 Record keeping

Statutory accident records: The Principals must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**. (see HSE Guidance for Incident reporting in schools 2013)

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

The Heads 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 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 Heads must have in place procedures for ensuring that parents are informed of significant incidents and the amount and timing of any non-prescribed medicines (e.g. mild analgesic) administered in school.

## 6. MONITORING

Accident records can be used to help the Heads and Health and Safety Officers/Medical Officer/School Nurses/Medical Leads 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 Heads should establish a regular review and analysis of accident records.

## 7. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

Health and Safety (First Aid) Regulations 1981 (amended 2013 & 2018) and RIDDOR (2013).

Management of Health and Safety at Work Regulations 1992 and 1999 (amended 2003 / & 2006)

DfE Guidance 'First Aid for Schools' (2000)

## 8. POLICY REVIEW RECORD

<b>This policy will be reviewed every two years unless there is a change in legislation</b>		
Created: December 2007	By:	Jill Kelham, Vice Principal
Latest Review: January 2021	By:	Joanna Copland, Vice Principal Chris Tuck, Head of HR Catherine Hare, Medical Officer, Battersea Maine Taylor-Chappell, School Nurse, Clapham Kate Chesworth, Medical Lead, Fulham Sarah Moloney, Medical Lead, Kensington Dianne Barratt, Consultant
Approved: January 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Headmaster, Battersea Phil Ward, Headmaster, Clapham Annette Dobson, Headmistress, Fulham Jo Ebner, Headmistress, Kensington Ben Thomas, Head, Battersea Square
Next Review: March 2022	By:	Joanna Copland, Vice Principal Cross-School Leads

## 9. APPENDICES

Appendix 1: RIDDOR Incident Report Form

**FIRST AID POLICY APPENDIX 1****RIDDOR INCIDENT REPORT FORM****THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)**

HSE Contact Information Website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Telephone: 0845 300 9923

**This form is to be completed by the member of staff who witnesses the incident** and sent to the Personnel Department, within 3 working days, if there is an occurrence that is reportable under RIDDOR. **[PLEASE COMPLETE IN FULL]**

Please refer to the above website or contact the HR Department, for further information. To assist you, occurrences will include:-

- A serious /fatal incident at work/school.
- An accident at work/school where the person is taken to hospital from the scene of the accident.
- An accident at work/school, which results in the person being unable to carry out their normal job for more than seven consecutive days.
- The person suffering from a specified disease associated with their current job.
- A dangerous occurrence at work/school i.e. a building collapse, a scaffolding collapse.

	<b>Questions</b>	<b>Answers</b>
<b>Part A: Details of the person reporting the incident:-</b>		
1	What is your full name?	
2	What is your job title?	
3	What is your telephone number?	
4	What is the name of your organisation? (e.g. Thomas's, Battersea)	Thomas's
5	What is the address of your organisation? (School Address)	
6	What type of work does your organisation do?	Primary Education
<b>Part B: About the Incident:-</b>		
1	On what date did the incident happen?	
2	At what time did the incident happen?	



3	Did the incident happen at the above address? If, NO, where did the incident happen (Full address details and postcode).	
4	What is the name of the Local Authority? i.e. Wandsworth, Westminster.	
5	In which department or where on the premises did the incident happen? i.e. Rugby field.	
<b>Part C: About the Injured Person:-</b>		
1	What is their full name?	
2	What is their home address, including postcode?	
3	What is their home telephone number?	
4	How old are they?	
5	Are they male or female?	
6	What is their job title? i.e. teacher, pupil	
7	Was the injured person:- <ul style="list-style-type: none"> <li>● One of your employees?</li> <li>● On a training scheme?</li> <li>● On work experience?</li> <li>● Employed by someone else?</li> <li>● Self-employed and at work?</li> <li>● A member of the public?</li> <li>● A pupil of the school?</li> <li>● Other (please give details)?</li> </ul> (Only one category to be used)	
<b>Part D: About the Injury:-</b>		
1	What was the injury? (fracture, laceration)	
2	What part of the body was injured?	
3	Was the injury :- <ul style="list-style-type: none"> <li>● A fatality?</li> <li>● A specified injury?</li> <li>● An injury to an employee or self employed person, which prevented them doing their normal work for more than 7 days?</li> </ul>	

	<ul style="list-style-type: none"><li>● An injury to a member of the public/parent or a pupil of the school, which meant that they had to be taken from the scene to a hospital for treatment?</li><li>● None of the above (please give details)?</li></ul> <p>(Only one category to be used)</p>	
4	<p>Did the injured person:-</p> <ul style="list-style-type: none"><li>● Become unconscious?</li><li>● Need resuscitation?</li><li>● Remain in hospital for more than 24 hours?</li><li>● None of the above? (Please give details)</li></ul>	
5	<p><b>What happened? Please provide a description of what happened. If it was a personal injury (self- inflicted), give details of what the person was doing?</b></p>          <p><b>What treatment, if any, was administered?</b></p>          <p><b>What was the outcome?</b></p>          <p><b>Date the injured person returned to school?</b></p>          <p><b>Describe any action that has since been taken to prevent/minimise the risks of a similar incident occurring in the future?</b></p>	

<b>Part E: Reportable Diseases</b>	
<b>1.</b>	Please complete this section detailing the reportable disease, if applicable?
<b>Part F: Dangerous Occurrence:-</b>	
<b>1</b>	<p>Please complete this section detailing the dangerous occurrence, if applicable?</p> <p><b>Examples of dangerous occurrences:</b></p> <ul style="list-style-type: none"> <li>● Explosion or fire causing suspension of normal work for 24 hours.</li> <li>● Unintended collapse of any building or structure under construction, alteration or demolition.</li> <li>● Electrical short-circuit or overload causing fire or explosion.</li> </ul>
<b>PLEASE CONFIRM THAT THE ACCIDENT HAS BEEN REPORTED IN YOUR SCHOOL ACCIDENT BOOK</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	