



## St Paul's Way Trust and Foundation School First Aid Policy

**Title:** First Aid Policy  
**Policy Code:**  
**Source:** St Paul's Way Trust and Foundation School  
**Document Owner:** Director of Learning (AEN) and Deputy Headteacher Foundation School  
**Review & Update By:** Director of Learning (AEN) and Deputy Headteacher Foundation School  
**Approval Committee:** FGB  
**Date Approved:** May 2020  
**Date of Publication:** May 2020  
**Date of Next Review:** May 2021  
**Required on Website:** Yes

### Document Control

Date	Version	Comments
04.05.2020	1	Completed draft sent for feedback



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**Policy Aims and Ethos**

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.

**This First Aid Policy is linked to the:**

- Health and Safety Policy
- Risk Assessment Policy
- Medical Needs Policy

**Links to Legislation and Guidance Documents**

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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

**Roles and Responsibilities**

**Appointed Person(s) and First Aiders**

The school’s appointed persons are Siobhan Fehim in the Foundation School and John Bradley/Imelda Tracey in the Trust School 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.

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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.

### 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 Executive Headteacher/Headteacher and staff members.

### The Executive Headteacher/Headteacher

The Executive Headteacher/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 and know who the first aiders are
- 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).

### 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 where a first aider/appointed person is not called
- Informing the Executive Headteacher/Headteacher or their manager of any specific health conditions or first aid needs.

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**First Aid Procedures**  
**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 Director of Learning / Assistant Headteacher for the phase or the Student Welfare Co-ordinator will ensure that parents are contacted 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.

**Off-Site Procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone and that the school has an appropriate contact number for the lead member of staff
- 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.

In the Early Years Foundation Stage 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.

In KS1 and 2, there will always be at least one first aider on school trips and visits. In KS 3, 4 and 5 it is recommended that there will be at least one first aider on school trips and visits. Where this is not possible first aid measures will be addressed in the risk assessment.

**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

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- 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 in classrooms.

## Record-Keeping and Reporting

### First Aid and Medical Tracker

- 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 for both students and staff
- As much detail as possible should be supplied when reporting an 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 AHT for Inclusion, DHT in the Trust school, 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 AHT for Inclusion, DHT in the Trust School, 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

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- 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>

### **Notifying Parents**

The first aider 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 if a parent has requested to be informed. In the secondary school parents will be notified by the Student Welfare Co-ordinator. All parents will be contacted via telephone if their child has a head injury.

### **Reporting to Ofsted and Child Protection Agencies**

The AHT/DOL for Inclusion 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 AHT for Inclusion 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 school staff are expected to undertake first aid 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 (see appendix 2). Staff are expected to renew their first aid training when it is no longer valid.

At all times in the Early Years Foundation Stage, 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.

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Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Trust School

Staff member's name	Role	Contact details
Imelda Tracey	Student Welfare Co-ordinator	
Rintu Chowdhury	Subject Driver AEN	Ext 1136
Lisa Jeffrey	Subject Driver AEN	Ext 1507
Hena Begum	Inclusion Lead	Ext 1210
Jabon Begum	HLTA	Ext 1507
Mellisa Carroll	HLTA	Ext 1323
Parmbir Dhillon	Subject Leader DSB	Ext 1323
Bodrul Hoque	YTL	Ext 1310
Shafia Khanom	SAC	Ext 1124
Daisy Francis	SAC	Ext 1317
Camilo Valencia	Cover Supervisor	Ext 1104
Bukke Oluwayanka	SSA	Ext 1128 / Radio
Nazia Uddin	6th Form Administrator	Ext 1503
Nathaniel Darling	Geography Teacher	
Kawtar El Ouraini	CEIAG Manager	Ext 1126
John Blakely	PE Teacher	Ext 1316
Billy Winter	PE Teacher	Ext 1316
Laura Bilous	PE Teacher	Ext 1316

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**Foundation School**

Staff member's name	Role	Contact details
Zerin Alom	LSA	foundationadmin@spwt.net
Farhana Begum	LSA	foundationadmin@spwt.net
Carla George	LSA	foundationadmin@spwt.net
Sarah Myers	LSA	foundationadmin@spwt.net
Nasrin Sumi	LSA	foundationadmin@spwt.net
Shazia Begum	LSA	foundationadmin@spwt.net
Rahena Khanum	LSA	foundationadmin@spwt.net
Nadia Ahad	LSA	foundationadmin@spwt.net
Nisat Afruz	Administration Assisstant	foundationadmin@spwt.net
Nazia Begum	MDA	foundationadmin@spwt.net
Sazia Begum	MDA	foundationadmin@spwt.net
Naima Akhter	MDA	foundationadmin@spwt.net

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## Appendix 2: First Aid Training Log

Trust School

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>	Imelda Tracey	November 2019	November 2022
<i>E.g. paediatric first aid</i>	Rintu Chowdhury	July 2018	July 2021
<i>E.g. anaphylaxis</i>	Lisa Jeffrey	July 2018	July 2021
	Hena Begum	June 2018	July 2021
	Jabon Begum	July 2018	July 2021
	Mellisa Carroll	December 2018	December 2021
	Parmbir Dhillon	December 2018	December 2021
	Bodrul Hoque	November 2019	November 2022
	Shafia Khanam	November 2019	November 2022
	Daisy Francis	November 2019	November 2022
	Camilo Valencia	July 2018	July 2021
	Bukke Oluwayanka	November 2019	November 2022
	John Blakeley	July 2018	July 2021
	Billy Winter	July 2018	July 2021
	Laura Bilous	July 2018	July 2021
	Nazia Uddin	May 2018	May 2021
	Nathaniel Darling	December 2018	December 2021
	Kawtar El Ouraini	December 2018	December 2021

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<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>Paediatric First Aid</i>	Zerin Alom	June 2018	June 2021
<i>Paediatric First Aid</i>	Farhana Begum	January 2018	January 2021
<i>Paediatric First Aid</i>	Carla George	January 2018	January 2021
First Aid	Sarah Myers	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Nasrin Sumi	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Shazia Begum	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Rahena Khanum	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Nadia Ahad	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Nisat Afruz	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Nazia Begum	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
First Aid	Sazia Begum	10 <sup>th</sup> December 2019	10 <sup>th</sup> December 2022
<i>Paediatric First Aid</i>	Naima Akhter	January 2018	January 2021

**Approval signature:**

**Signature of (enter position e.g. Chair)** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

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