Twickenham PRIMARY ACADEMY

First Aid Policy

Whole School and EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Twickenham PRIMARY ACADEMY

Policy Review Schedule

Policy Name	TPA First Aid Policy
Review Frequency	Every three years
Statutory Policy	Yes
Policy Owner	Principal
Lead Reviewer	Office Manager
Approver and date of last approval	Principal – 30/04/2024
Key review dates	**Changes made**
01/06/15 written	P. Hogg-Andrews
01/05/18 reviewed	J.Smith - Duty First Aiders / Ambulance Duty
01/05/21 reviewed	J.Smith - Use of CPOMS Recording of accidents Mental health first aider added
10/10/22 reviewed	E.Moscardini - Removal of CPOMS for record keeping and adding of Medical Tracker for recording incidents.
1/05/2024	K.Elliott – no changes
May 2026	Updated to include reference to the school's reporting requirement to Ofsted
October 2026	Updated with reference to OLT Allergy Safety Policy
Next review date: May 2027	

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1. INTRODUCTION

The purpose of this First Aid Policy is to set out the responsibilities of the school and the first aid procedures that will be carried out within school. Parents/carers and employees will use this policy to see the provisions made for staff and pupils, including the position of equipment, facilities and names of designated first aiders. At all times the dignity and feelings of the patient will be respected.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Health and Safety Regulations 1981 and therefore medicines and tablets will not be placed in designated first-aid boxes.

This policy is linked to our Allergy Safety, Equality, EYFS, Health and Safety, Safeguarding and Child Protection, SEND and Supporting Children with Medical Needs policies.

2. DEFINITIONS

‘First aid’ means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

‘First aider’ means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

3. AIMS:

- to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981;
- to provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury;
- to ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise;
- to ensure lines of communication with parents/carers are in place if required
- to activate a known plan of action with which all staff are familiar.

4. ROLES AND RESPONSIBILITIES:

The Principal:

- has the overall responsibility for the day-to-day management of first aid within the school;
- is responsible for setting numbers of First Aiders, Mental Health First Aiders and Paediatric First Aiders in order to enable first aid to be administered without delay should the occasion arise:
- is responsible for ensuring training is up to date.
- Is responsible for ensuring that all designated first aiders re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.
- Allocating staff an ambulance duty to ensure serious incidents are dealt with quickly

The Office Manager:

- is responsible for checking and replenishing first aid boxes and portable bags;
- is responsible for ensuring that first-aid equipment is suitably marked and easily accessible;
- is responsible for ordering more items immediately;
- Is responsible for ensuring that all out of date items are discarded and replaced.

All Staff:

- will be expected to know who our First Aiders are and the location of the First Aid boxes;
- will be expected to have read the First Aid Policy;
- who lead a trip or activity will ensure that member of staff in their team is responsible for collecting, checking and returning portable first aid bag

5. FIXED AND PORTABLE FIRST-AID BOXES

- All School first-aid boxes and portable bags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.
- Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located: in the First Aid Room (GROUND FLOOR); in the main school reception (GROUND FLOOR); in the kitchen (GROUND FLOOR); in the staffroom (GROUND FLOOR). There is also a fixed aid kit on each floor which is stocked for 10 adults / pupils.
- Portable First Aid kits are taken on educational visits and are available from the Office Manager.
- First Aid Boxes will contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.
- Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

- Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.
- Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation will be provided near the first-aid box. Eye baths/cups/refillable containers should not be used for eye irrigation.
- Where medicines have to be held by a manager for safety/security reasons, the separate lockable container must be used. This is in the First Aid Room. A register of contents will be kept up to date.
- Teachers, Teaching Assistants and administrative staff may dispense medicines if they have received training from the Principal or Office Manager.

6. FIRST-AID ROOMS AND TREATMENT AREAS

Our First Aid Room follows DFE guidance:

(a) it is large enough to hold necessary equipment;

(b) it has washable surfaces and adequate heating, ventilation and lighting;

(c) it is kept clean, tidy at all times;

(d) it is positioned close to a point of access for transport to hospital;

(e) there is a notice on the door advising of the names, locations and telephone

numbers of first aiders within the school. The signs are also placed in key areas around the school.

(f) it has a sink with hot and cold water

(g) it has drinking water and disposable cups close by;

(h) it has soap and paper towels;

(i) it has a foot operated container lined with disposable waste bags

(j) it has a store for first-aid materials;

(k) it has a telephone or other communication equipment;

(l) there are disposable gloves and aprons to protect the first aider from contact with body fluids next to the First Aid Box;

(m) All first aid is recorded on Medical Tracker

7. FIRST-AID TRAINING

- All teaching and administrative staff and lunchtime assistants will receive annual epi pen training.
- There will be a minimum of two first aiders and 2 paediatric first aiders trained in the staff team.
- The Principal will arrange training for the qualification and re-qualification of first aiders.

8. CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured will be taken to the Office Manager for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be

provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

Minor Accidents and Injuries

- The adult in charge will initially look after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'First Aid Room'.
- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- No medicines will be administered but cuts will be cleaned with sterile un-medicated wipes and bandages will be applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.
- For sprains/bruises a first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate.
- All accidents are recorded on Medical Tracker by the First Aider, parents are always contacted by telephone (for head knocks) and a note (recording details of the incident/actions taken) is sent home for other minor injuries.
- Class teacher is informed by the first aider and, if the child is returned to the classroom, teacher observation is maintained
- Children are advised to show/tell parents

More Serious Accidents and Injuries

- If considered safe to do so, the injured party is taken to the First Aid Room.
- Parents will be immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.
- For stings/bites parent/s will be contacted immediately. No stings should be removed.
- For faints and shocks a first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of: • Lie the casualty down • Raise the legs above the level of the heart • Loosen any tight clothing • Ensure there is fresh air • Keep crowds away • Reassure casualty when they recover • Contact parents – the pupil should go home.

Very Serious Injuries

- Very serious injuries are considered to be: Severe Bleeding Burns/Scalds Unconsciousness
- In the event of a very serious injury, parents/guardians will be immediately contacted.
- If the considered opinion of the staff is that immediate professional help is required, an ambulance will be called.
- The event is will be recorded on Medical Tracker
- The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

9. FIRST-AID RECORD KEEPING

RIDDOR

It is the responsibility of the Office Manager to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Reporting a serious childcare incident to Ofsted

Additionally, the school will report to Ofsted significant events affecting its childcare provision as soon as possible but always within 14 days, per Department for Education requirements, via the link here: https://www.gov.uk/guidance/report-a-serious-childcare-incident

Matters requiring a report are detailed in the information available via the above link, and include:

- an allegation of serious harm or abuse committed either at the premises or elsewhere by people who:
    - live on the premises
    - work on the premises
    - look after children on the premises
- the disqualification of the registered provider, an employee or someone living on the childcare premises
- any significant event that may affect someone's suitability to look after children, or be in regular contact with children (for instance, health changes or involvement with the police or social services)
- events that might affect the condition and safety of the premises or the quality of childcare offered, or lead to ongoing closures (such as a fire or flooding)
- the death of a child while in the school's care
- a child's serious accident, injury or illness while being looked after, including food poisoning affecting at least 2 children
- the death of, or a serious accident or injury to, anyone else on the premises

Internal Record Keeping

After administering treatment, First Aiders will ensure they adhere to the school arrangements for record keeping and accident reporting, as detailed below. Each first aider will receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

All incidents, injuries, head injuries, ailments and treatment are reported on Medical Tracker.

The information recorded will include:

- date, time and place of incident;
- name and, where relevant, job title of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital,
- name of person dealing with the incident.

Staff should complete the Accident Book / online accident form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any

possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

10. DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

- All staff will be informed of the location of first aiders, appointed persons, equipment and facilities.
- The Office Manager will ensure that a notice giving the names of first aiders, their usual location and the location of first-aid boxes, is posted in each of the following locations: staffroom; school reception; kitchen and First Aid room.
- Notices will be inspected and kept up-to-date by the premises manager as part of the regular health and safety inspections.

11. PARENTS/CARERS

Parents/Carers will be given a note about the nature of the accident on the day that the accident occurred.

In addition parents/carers will be informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

Admin team contact parents by phone if they have concerns about the injury.

12. MONITORING AND EVALUATION

The SLT and Principal will monitor the effectiveness of this policy through:

- First Aid Record Book half termly monitoring
- Accident Book half termly monitoring;
- staff meetings;
- SLT meetings;
- Director of Health and Safety of MAT visits;
- feedback from parents via the Local Advisory Board, PTA and parent surveys.