



# VALENCE PRIMARY SCHOOL

## 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](#) 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 record.

## 3. Roles and responsibilities

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

The school's appointed *Lead for Medical* Lynne Pollard-Page at St George's Road site and Hanna Genower at Bonham Road site are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of first aid incident recording books (Red for head, Blue for body) and 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.

In their absence, the nearest First aider will take charge when someone is injured or becomes ill and will ensure that an ambulance or other professional medical help is summoned when appropriate.

#### **Breakfast club and GEMs**

It is the responsibility of the First aiders present to take charge when someone is injured or becomes ill and to ensure that an ambulance or other professional medical help is summoned when appropriate. They should

remain with the injured person at all times. It is the responsibility of another member of staff to call the parents and SLT.

*First aiders* are trained and qualified to carry out the role 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
- Keeping their contact details up to date

***NB In the case of a serious incident where emergency services are required, it is expected that any member of staff present will call 999 immediately and will remain with the injured person.***

## 3.2 The local authority and governing board

The London Borough of Barking and Dagenham 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 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

## 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 for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

### 4.1 In-school procedures

Most children/adults come to the office if they need first aid. On arrival they are assessed:

- Non urgent incidents go into the room with the settee and are dealt with there. e.g. grazed knee
- Urgent incidents go into the first aid room with the bed (STG site only).

They are assessed, and if an ambulance is required the following steps are followed:

- The first aider uses the phone in the first aid room to dial 999 to give details of the incident.
- General first aid is given to promote recovery with the defib on standby.
- A non-first aider gets out the child's file and contacts the parent regarding the accident.
- If the ambulance comes before the parents, then the first aider will travel to the hospital with the child, taking the child's file with them for contact details and medical needs.
- The first aider will write a report regarding the incident with times and dates and of incident, when the ambulance was called, time of arrival of the ambulance and time of going to the hospital. The report will also record what first aid was given.
- An Accident/Incident form is submitted on the Portal by SLT within 12 hours of an ambulance being called.

The defib is located in the first aid room in the school office.

If a child is ill or has had an accident and cannot come down to the office, then a phone call is made to the office. The first aider in the office will take a wheelchair, defib, first aid kit and a mobile phone. The situation is assessed. If non urgent, the child is wheeled to the office first aid area and given first aid as required. If an ambulance is needed, a 999 call is made on the mobile phone and details given. A call is then made to the office to let them know the location in the school and that an ambulance has been called. The child should not be moved but kept comfortable and basic first aid given until the ambulance arrives.

In the event of a serious injury or 999 call a member of SLT must be informed.

#### **After-school clubs**

During after-school clubs, either run by a Valence member of staff or external provider, the above procedures apply as the school offices are open. If there is no internal phone available, the member of staff must send a pupil to alert the office.

***NB In the case of a serious incident where emergency services are required, it is expected that any member of staff present will call 999 immediately and will remain with the injured person.***

### Eating of non-food items

If a pupil is diagnosed with PICA or is known to eat non-food items, risk assessment to be completed for the individual. This will inform staff of the process and procedures for this pupil as all pupils have individual needs. Agreement with parents on how this information will be communicated to them.

Staff monitor the pupil to ensure after the eating of non-food items and inform the office if there are any concerns.

Concerns could include possible choking, being sick/ill after eating item. Follow above in-school procedures and below off-site procedures as needed.

Information for PICA

[Understanding and managing pica \(autism.org.uk\)](http://autism.org.uk)

## 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 lead for the trip prior to any educational visit that necessitates taking pupils off school premises.

## 5. First aid equipment

The school has a Defibrillator (kept in the school office first aid room (both sites)). Pads expiry date checked, and batteries checked termly. The Defib warns you if there is a battery problem (bleep). Defibrillator signs are placed in each corridor so that staff members are aware of where it is located.

A typical first aid kit in our school will include the following:

- 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
- Lower and upper school first aid stations
- Reception classes (for lunch times only)
- The school kitchen

## 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.

A copy of the accident report form will also be hand delivered to the parent/carer at the end of the school day for minor injuries.

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 stored in our archive store.

### 6.2 Reporting to the HSE

The Lead for Medical 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 Head Teacher 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 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
- 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

## 6.3 Notifying parents

The Lead for Medical/office staff 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 Local Authority

The Head Teacher will notify the London Borough of Barking and Dagenham 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 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.

## 8. Monitoring arrangements

This policy will be reviewed by the Head Teacher and the Governing Body every year.

At every review, the policy will be approved by the Head Teacher and the Governing Body.

## 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
- First Aid During Covid