



# **Kings Avenue Primary School First Aid Policy**

Agreed by Governing Body: September 2023

Due for review: September 2024

Agreed by Governing Body:

Signed:  
(Chair of Governors)

## 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. The local authority and governing board

**Lambeth Authority** 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.

## 4. The Executive Headteacher

The Executive Headteacher together with the Head of School 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
- 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)

## **5. 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 to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 1. List of Qualified First Aiders:

	NAME	POST	Certificate Expiry Date
2	Phyllis Jones	Teacher	18/02/2026
3	Roxanne Taylor	EYE	18/02/2026

## List of Qualified Emergency Pediatric First Aiders

	NAME	POST	Certificate Expiry Date
	A Shah	School Business Manager	14/03/2025
	A Inyang	Finance & Admin	14/03/2025
	L Nolan	Wellbeing & Safeguarding Officer	14/03/2025
	J Clarke	Head of School	14/03/2025
	M Bryan	MMS	14/03/2025
	M Kamara	Teacher	14/03/2025
	R Stephenson	SIP & AHT	14/03/2025
	S Mehmet	MMS	14/03/2025
	Z Weedon	MMS	14/03/2025
	T Birchall	Teaching Assistant	14/03/2025
	A Qamilli	Teaching Assistant	14/03/2025
	F Khellal	HLTA	14/03/2025

A list of qualified first aiders will be displayed in strategic places throughout the school to ensure that all staff, parents/carers and visitors are aware of first aiders and their location.

## 2. Reporting and Treatment of Injuries.

### (a) Playground/Lunchtime Injuries.

If a child injures himself or herself in the playground, it should be reported to an Adult on Playground Duty. Basic First Aid kits are available for each playground to treat minor injuries such as scratches and cuts. The injury should be cleaned with sterile non alcoholic wipes/cotton wool and water and if needed a plaster applied. Anyone treating an injury should wear plastic gloves.

An Adult on Playground Duty should also treat other basic medical needs such as headaches and tummy aches. A glass of water should be given and the child should be asked to sit in a quiet place for a while and monitored.

If the injury is more serious then the Adult should accompany the pupil to the Office they will seek the assistance of a Qualified First Aider. **If the injury is very serious (i.e. fractures, head injuries, heavy bleeding the child should not be moved and immediate assistance requested from the First Aider via the Admin Office.**

**(b) Classroom Injuries.**

If a Child injures himself or herself in the classroom it should be attended to by the Class Teacher or Teaching Assistant. Basic First Aid kits are available in each classroom to treat minor injuries such as scratches and cuts. The injury should be cleaned with sterile non alcoholic wipes/water and if needed a plaster applied. Anyone treating an injury should wear plastic gloves.

Other basic medical needs such as headaches and tummy aches should also be treated by a Teaching Assistant or Teacher in the classroom. A glass of water should be given and the child should be asked to sit in a quiet place for a while and monitored.

If the injury is more serious then the Teaching Assistant or Teacher should accompany the child to the Office where the office will seek the assistance of a Qualified First Aider. **If the injury is very serious (i.e. fractures, head injuries, heavy bleeding the child should not be moved and immediate assistance requested from the First Aider via the Admin Office. However, any member of staff may call for an ambulance – see note 9.**

**In the absence of a Qualified First Aider the decision will be made by a member of the Senior Management Team.**

**Joy Clarke- Head of School  
Rebecca Stephenson – School Improvement Lead  
Anupa Shah – School Business Manager**

**(c) Head Injury & Phone Calls Home.**

In the event of a head injury then a phone call home is to be made within the hour to the parent/carer, to inform them of the injury and to state they should monitor the child at home after school. The class teacher should be informed so they can keep a close eye on the child.

All injuries should be recorded in the medical book and a letter sent home and a copy given to the office to file.

A serious injury in school would be defined as something that has left multiple grazes, cuts, marks or lumps.

### 3. Location of First Aid Boxes and Contents

**There must be no creams, lotions, antiseptic wipes or tablets in the kit.**

- Every Classroom: gloves, plasters, sick bags and sterile wipes
- On shelf in Infants Playground: gloves, plasters, sick bags and sterile wipes
- On shelf by exit to the Playground near the year 3 classes: gloves, plasters, sick bags and sterile wipes
- Admin Office: gloves, plasters, sick bags and sterile wipes

First Aid Room: gloves, plasters, sterile wipes, tweezers, bandages, thermometer, sick bags, Hot/Cold Compress Packs, scissors, dressings

All Adults are responsible for checking the contents of the First Aid boxes on a weekly regular basis to ensure that sufficient stock levels are maintained.

All injuries and near misses must be noted in the Accident Book either in the classroom or the medical book located in the First Aid Room. A letter should be sent home to the parent/carer informing them of the incident/accident and the treatment given. Serious injuries should also be reported using the Riddor Form.

### 4. Administration of Medicine

The school accepts the need for some pupils to receive prescribed medication during school hours. To this extent, first aiders will administer prescribed medication under the following guidelines.

In the event that a pupil requires to be given prescribed medicine whilst at school a ‘**requested to store and administer medication**’ form **must** be completed by the parent/carers and handed to the office. Unless this form is completed, no prescribed medicines should be accepted at the school or administered. **All medication must be properly labeled with the child’s name, dosage and date.**

If the child suffers from asthma or requires an Epi pen the parents will also be asked to complete a ‘**use of School Emergency Salbutamol Inhaler**’ or ‘**use of School Emergency adrenaline auto-injector devices**’ ([https://www.allergyuk.org/information-and-advice/conditions-and-symptoms/33-anaphylaxis-and-severe-allergic-reaction#download\\_access](https://www.allergyuk.org/information-and-advice/conditions-and-symptoms/33-anaphylaxis-and-severe-allergic-reaction#download_access))

It is the parent/carers responsibility to collect the child’s medication at the end of each day, as we are unable to hand the medication to the child to take home.

### 5. Notification of Allergies and Other Health Conditions

Parents/carers are asked at the time of admission to complete a pupil detail form in which they are asked to identify whether their child has any allergies or other Health conditions. This information is recorded on the school's pupil database and notified to the first aider.

The school admin office sends out copies of pupil records to parents/carers once a year for checking to ensure that all information (e.g. emergency contact numbers, allergies/medical conditions etc) is current and up to date.

If a child has, a serious health condition the parent will be contacted by the SENCO to come and discuss the needs of their child. A Health Care Plan will be completed and a referral to the school to ensure that the child medical needs are met.

## **6. School Visits**

All school visits should complete a first aid risk assessment form, which must be attached to the request forms that are passed to the Headteacher for agreement. The forms must clearly identify:

- any pupils with health conditions (e.g. asthma, allergies etc)
- the arrangements to be undertaken in the event of an incident/accident
- named qualified first aider
- mobile phone number
- emergency contact list
- confirm a portable first aid box has been checked and is present together with any epi-pens or inhalers

## **7. Monitoring and Training**

The School Business Manager and Office Staff will ensure that:

- that there are sufficient qualified first aiders
- first aid certificates are kept up to date for all first aiders
- appropriate records are being kept and maintained
- procedures are being followed
- adequate supplies of first aid resources are ordered and maintained
- advising the premises staff of the first aid requirements for any after school activities/lettings
- that first aiders are called as necessary

## **8. 999 Calls**

- Any member of staff may make a 999 call without further authorisation if they deem that a child or any adult on site is in a life-threatening condition
- Life threatening conditions are likely to include: significant difficulty breathing that cannot be relieved, choking, profuse bleeding, unconsciousness, anaphylactic shock, concussion or a broken limb or suspected spine fracture

- A 999 call is best made by the office staff on a mobile phone so that they can go to the patient to relay information but if the office is too far from the accident, a 999 call can be made by staff near to the accident
- Messages must also be sent for an experienced first aider (Linda), for the Head of School or if not available an SLT member to manage the situation, a member of the office staff who will contact the parent, give back up and make sure that the ambulance is met at the school gates.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.