ROSEMEAD PREPARATORY SCHOOL & NURSERY
DULWICH

PART OF
ST DUNSTAN'S EDUCATION GROUP

# FIRST AID POLICY

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| **Policy Owner:** | Chief Operating Officer (COO) |
| **ISSR Reference:** | Part 3 – Welfare, Health and Safety of Pupils |
| **Date of review:** | Spring 2026 |
| **Approved by:** | St Dunstan's Group Board |
| **Date of next review** | Spring 2027 |

**Version control information**

| Reason for Amendment | Role | Date | Main Changes |
|---|---|---|---|
| Annual review | Chief Operating Officer | Lent 2025 | Transfer to new template |
| Interim review | Chief Operating Officer | Trinity 2025 | Update to roles and responsibilities |
| Annual review | Chief Operating Officer | Spring 2026 | Minor edits only, notably to first aid needs assessment<br>No changes to policy or procedure |
| Interim Review | COO | Autumn 2026 | Updated to reflect single school site. |

## 1. Aims and introduction

This policy is applicable to staff, pupils, parents/carers, visitors and contractors.

Rosemead Preparatory School and Pre-School have overall responsibility for the health, safety and welfare of staff, students and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working at, or carrying out activities across the school's sites, which includes ensuring that there is adequate first aid provision in place.

Rosemead Preparatory School and Pre-School will ensure that there is an appropriate number of first-aid qualified persons onsite when the school is in operation, including out of hours and school holidays. First aid provision is to always be available whilst pupils are on the school premises and off the school premises when on school visits.

Rosemead Preparatory School and Pre-School (the school) aims to:

- Ensure the health, safety and wellbeing of all pupils, staff, visitors, contactors and other buildings users
- Identify, assess and manage risks effectively
- Provide a clear, structured framework for the effective management of accident, injuries and medical emergencies within the school
- Ensure the first aid procedures are accessible, appropriate and carried out in a timely and efficient manner
- Ensure that all staff understand their roles and responsibilities in the event of an emergency or medical situation
- Promote a culture of safety awareness and encourage reporting of hazards, incidents and near misses.

## 2. Legislation

This policy is based on advice from health and safety consultants Judicium Education, the Department of Education's first aid in schools advice, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, the Statutory Framework for Early Years Foundation Stage, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states 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 1999, which requires employers to assess 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, and 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 accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records.

## 3. Roles and responsibilities

### 3.1 St Dunstan's Education Group

In accordance with health and safety legislation it is the responsibility of the Group Board to provide safe, appropriate first aid (the initial assurance or treatment given to someone who is injured or suddenly taken ill) to pupils, staff and visitors. It includes arrangements for first aid within the school environment and for activities off site involving pupils and members of staff. Whilst the governing body has ultimate responsibility for the provision of first aid it delegates day-to-day responsibility to Chief Executive Officer of St Dunstan's Education Group.

The Group Board has a duty to:

- Ensure that the school complies with all relevant health and safety legislation, including first aid requirements
- Review and approve annually the school's First Aid Policy
- Seek reassurance that there is adequate provision, appropriate equipment and facilities and personnel for providing first aid across both sites
- Seek reassurance that there is timely and competent administration of first aid, and the overall effective implementation of the First Aid Policy
- Ensure that adequate resources are available to ensure that the school has sufficient first aid provision
- Monitor and review the effectiveness of the first aid arrangements at the school through regular reports from the COO.

The Group Board Member who oversees first aid is the health and safety link.

### 3.2 Chief Executive Officer

The Chief Executive Officer (CEO) is responsible for ensuring that this First Aid Policy and associated procedures are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements, including the annual review of the First Aid Needs Assessment
- Ensuring that staff are aware of the roles and responsibilities detailed in this policy

- Ensuring that there is an adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Group's Accident Investigation Policy.

### 3.3 Head of Rosemead Preparatory School and Pre-School

The Head of Rosemead Preparatory School and Pre-School is responsible for ensuring that this First Aid Policy and associated procedures are suitable for their school and are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements for their setting, including the annual review of the First Aid Needs Assessment
- Ensuring that staff are aware of the roles and responsibilities detailed in this policy
- Ensuring that EYFS first aid arrangements, including paediatric first aid coverage and choking prevention and response procedures, comply with the EYFS Statutory Framework
- Ensuring that there are adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Accident Investigation Policy.

### 3.4 Chief Operating Officer

The Chief Operating Officer is responsible for:

- Overseeing the procedures outlined in the First Aid Policy
- Confirming that an appropriate number of trained first aiders are present in the school at all times
- Confirming that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that an annual first aid needs assessment is completed
- Receiving regular reports of any accidents, injuries or near misses that occur
- Investigating serious accidents and near misses; reporting those that fall within RIDDOR to the Health and Safety Executive and, where appropriate, notifying the Head of the school of accidents that need to be referred to Ofsted
- Chairing the Group's Health and Safety Committee and ensuring that accidents, investigations and possible trends are reported to the school and Group committee
- Notifying the Finance and Resources Committee and / or Full Governing Body regarding significant incidents or causes of concern regarding first aid management and provision
- Overseeing the work of the First Aid Training Coordinator
- Line management of the Head of Health and Safety.

### 3.5 The Head of School Operations

The Head of School Operations is responsible for:

- Receiving regular reports of any accidents, injuries or near misses that occur
- Investigating serious accidents and near misses on behalf of the COO
- Chairing the Health and Safety Committee and ensuring that accidents, investigations and possible trends are reported to the Health and Safety Committee on a twice-termly basis
- Notifying the Head of Health and Safety and / or COO regarding significant incidents or causes of concern regarding first aid management and provision
- Overseeing the work of the First Aid Coordinator.

### 3.6 Office Manager (Within role undertakes First Aid Coordinator duties)

The Office Manager is responsible for:

- Any medical administration of over the counter or prescribed medication for individual pupils
- Determining if a pupil, following an injury or sudden illness, should be sent home, liaising with the form teacher, Deputy Head and parents /carers as appropriate
- Ensuring that first aid kits and equipment are appropriately maintained and updating digital logs to evidence checks
- Ensuring suitable and sufficient first aid signage is provided and maintained
- Reviewing and closing-down accident forms, reporting trends to the Head of School Operations and Health and Safety Committee
- Completing termly spot checks of first aid kits and signage and reviewing the First Aid Compliance checklists via iAM Compliant
- Ensuring records of Automated External Defibrillator (AED) equipment are maintained, to demonstrate a suitable and sufficient maintenance and testing program and arranging for any items that are due to expire to be replaced
- Ensuring new starter induction information includes details regarding first aid provision
- Maintaining a First Aid at Work qualification
- Coordinating the recruitment of first aiders
- Monitoring first aid training records and arranging training sessions for those with qualification due to expire
- Supporting departments with arranging supplementary first aid training where this is identified
- Communicating to first aiders changes to practice or arrangements and managing logs of this communication
- Promoting a first aider community of practice
- Monitoring first aid equipment check sheets, and arranging for items that are due to expire to be replaced

- Recording and maintaining up-to-date medical and allergen information on pupils including following up on any information not received from parents/carers
- Providing the catering supplier with up-to-date allergen information on pupils
- Providing allergen and medical details for all school trips and activities as part of the risk assessment
- Ensuring any individual medication, equipment such as auto-injectors, inhalers are stored safely and have not expired
- Arranging the annual flu immunisation and vaccination programmes as and when they are issued by the National Health Services and to seek parent /carer consent for pupil participation.

### 3.7 Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is responsible for:

- Ensuring that all educational visit risk assessments give sufficient consideration to first aid
- To advise trip leaders on first aid provision
- To ensure that the first aid kits used for specific trips contain the necessary equipment.

### 3.8 Facilities Assistant

The Facilities Assistant is responsible for:

- Safely cleaning up bodily-fluid spillages using spill kits and appropriate PPE
- Ensuring the timely collection of yellow bin waste.

### 3.9 Head of Health and Safety

The Head of Health and Safety is responsible for:

- Completing termly spot checks of first aid kits and signage and reviewing the First Aid Coordinator's checklists
- Ensuring records of AED equipment are maintained, to demonstrate a suitable and sufficient maintenance and testing program
- Ensuring new starter induction information includes details regarding first aid provision.

### 3.10 First aiders

First aiders are trained and qualified to carry out the role, and are responsible for:

- Acting as first responders to any incidents, assessing the situation and providing immediate and appropriate treatment
- Ensuring that an ambulance or professional medical help is summoned as appropriate
- Suggesting individuals go home to recover where necessary, referring pupils to the First Aid Coordinator and staff to their line manager where appropriate
- Always using single-use disposable gloves when dealing with bodily fluids
- Ensuring waste from bodily fluids is double-bagged in yellow plastic bags and then secured and deposited in the yellow clinical waste bins provided in the reception area sick bays
- Filling out the online accident form on the same day as, or as soon is reasonably practicable after, an incident, and informing the Head of School Operations or Facilities Assistant of any remedial actions if required to prevent a reoccurrence
- Notifying the First Aid Coordinator of any gaps in first aid supplies following use
- Ensuring their qualification is in date and attending refresher training if they feel it is relevant.

First aider details will be displayed prominently around the two sites and a formal log maintained by the First Aid Training Coordinator.

**3.11 All staff**

All staff are expected to use their best endeavours, particularly in emergencies, to secure the health, safety and welfare of pupils, staff, and visitors. All staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring that they know who the first aiders at the school are
- Completing an online accident form for all incidents they attend
- Completing an online near-miss form for incidents they witness that could have resulted in injury
- Highlighting gaps in the first aid provision that they may observe
- Using precautions to avoid infection and following basic hygiene procedures
- Ensuring that spilt bodily fluids are cleaned up quickly by reporting to the Facilities Assistant
- Informing People Operations, or their line manager, of any specific health conditions or first aid needs.

**4. First aid needs assessment**

The level of first aid provision required at the school will be assessed by considering the following factors:

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| The nature of the environment and associated hazards and risk | Local risk assessments will identify if there are any specific high-risk activities or hazards within the area. For example, areas where equipment is being used such as PE and Music or hazardous chemicals in Art would be a higher risk than in areas or floors of general classrooms. These higher risk areas require a greater level of first aid provision and may require additional specific equipment such as burn kits, or eyewash stations.<br>Where different work activities are carried out in different parts or floors of the school, separate First Aid Needs assessments may need to be carried out. There areas include but are not limited to the Main Hall at Prep, , playground, Rosendale Playing Fields, Music Department and external swimming pools. |
| Size and layout | With the school site comprising of two wings, the first aid provision will be assessed for each wing and the time of year (e.g. term-time or holidays).<br>Where there are multi-floored buildings, consideration will be given to the number of first aiders required to provide prompt attention to an event occurring on each floor. |
| Type and number of occupants | Consideration will be given to the number of occupants in an area and how this may vary during the school day, or out of hours. |
| Work patterns | When the school is occupied outside normal working hours sufficient provision will be made to ensure that there is always first aid cover to meet the minimum requirement identified in the first aid needs assessment. Lone working will be discouraged, and activities limited to low risk, to reduce the likelihood of injuries occurring.<br>For further information see the Lone Working Policy. |
| Proximity of site to hospital | The closest A&E to the school is King's College Hospital, which is two miles away, fifteen minutes in a car. |
| History / likelihood of accidents and near misses | The monitoring of the number, type, frequency and location of accidents may assist to ensure appropriate first aid provision is focused in specific areas. |
| Foreseeable absences of first aiders | First aid cover must be maintained to the level identified in the first aid needs assessment. Potential staff absence will be taken into consideration when determining the number of first aiders. For example, whenever Early Years Foundation Stage pupils are onsite there will be at least one person who has a current Paediatric First Aid (PFA) certificate on the premises at all times. To ensure sufficient coverage in times of staff absence, all EYFS staff will be Paediatric First Aid trained. |
| First aid provision for visitors | The First Aid Needs Assessment will consider the likely presence of visitors on site and the specific need for additional first aid provision during large events, such as concerts and open days. |

See Appendix C for the school's First Aid Needs Assessment.

## 5. Appointment of first aiders

Any member of staff may be asked to undertake first aid tasks, but they cannot be required to, unless it is included in their job description. All staff are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of pupils, in the same way that parents might be expected to act towards their children. In general, the consequences of no action taken are likely to be more serious than of those trying to assist in an emergency.

New members of staff should be asked at induction whether they are trained in first aid and willing to act as a first aider. If so, their details will be passed on to the First Aid Coordinator with a view to them being added to the first aider list and their qualification dates being noted.

## 6. First aid rooms and equipment

### 6.1 First aid room

The first aid area at the school is located within the front reception office. It contains:

- One medical bed, with enough space at each side for first aid to be administered
- Washable surfaces and adequate heating, ventilation, lighting, accessible and available for use at all times
- A sink with hot and cold running water
- Drinking water and disposable cups
- A secure store for first aid materials
- A refrigerator that is in good use and kept clean
- A foot operated bins lined with disposable yellow clinical waste bags or a container for safe disposal of clinical waste.

### 6.2 First aid boxes

The minimum level of first aid equipment is suitably stocked and properly identified first aid boxes. These must be readily available and accessible and contain at least several individually wrapped sterile plasters, wound dressings, triangular bandages and eye pads as well as disposable gloves and safety pins. The number of items will vary depending on the size of the box. The size of the box, number of items and addition of any other items such as sterile water, scissors, adhesive tape, disposable apron will be identified in the first aid needs assessment.

First aid boxes will be in areas as identified in the first aid needs assessment, including all high-risk areas. First aid kits will not be locked away to ensure that anyone in the building can always have access to them, for example kitchens or reception areas. The contents of first aid boxes at both sites will be checked monthly by the First Aid Coordinator.

First aid kits for school trips including PE trips are available from the reception and are also maintained and checked by the First Aid Coordinator.

First aid boxes must not contain medicine. First aid does not include administering medication.

### 6.3 Additional first aid facilities

#### 6.3.1 Automated External Defibrillator

The school recognises that there is an increase in chance of survival following a cardiac arrest if an Automated External Defibrillator (AED) is used. There is one AED located in the main corridor just outside the small dining hall.

These AEDs are maintained by the Estates team and checked monthly.

While the UK Resuscitation Council guidelines indicate that training is not necessary to operate this equipment; provision of training is considered best practice. On this basis AED training is incorporated into First Aid at Work, Emergency First Aid at Work and Paediatric First Aid courses.

#### 6.3.2 Eyewash stations

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers will be provided. Once the seal has been broken, the containers should not be kept for reuse.

Additionally, eye wash stations may be required, based on the first aid needs assessment, in high-risk workshop or science lab areas. For example, where wood or metal is being machined, or chemicals are being used. These stations will be installed as close as possible to the risk area, kept clean and periodically checked by the First Aid Coordinator. The current first aid needs assessment indicates there is no requirement for eyewash stations.

#### 6.3.3 Spillage kits

The first aids need assessment will identify where spillage kits for clearing up and disinfecting spillages of blood or other body fluids should be located. The locations will include all cleaning cupboards. Spillage kits will contain absorbent granules, a disinfectant (unless incorporated in the granules), gloves and a scoop for picking up the granules. The position of these kits will be checked half-termly by the Head of School Operations and logged.

### 6.4 Actions to be taken for specific medical conditions

The specific conditions of asthma, epilepsy and allergies are dealt with in line with the Supporting Pupils with Medical Needs Policy. On the use of the emergency salbutamol inhaler, we refer to the Department of Health document Guidance on the use of emergency salbutamol inhalers in schools (March 2015).

### 6.5 EYFS-specific provision

Where EYFS pupils are present, first aid provision reflects the additional statutory requirements of the EYFS Statutory Framework. In addition to paediatric first aid training requirements (see Section 8), staff are trained to recognise and respond to choking incidents and to log all such incidents accordingly. Snack and lunch times are supervised at all times and food preparation follows age-appropriate guidance to reduce choking risk. EYFS areas are equipped with appropriately stocked first aid kits and clear access to emergency communication.

### 6.6 Off-site provision

Risk assessments must be completed by Trip Leader and reviewed by the EVC prior to any educational visit that necessitates taking pupils off the school premises. There will always be at least one first aider on school trips. For trips including Early Years Foundation Stage pupils, there will be at least one first aider with a current Paediatric First Aid (PFA) certificate, as required by the statutory framework for the Early Years Foundation Stage. The nominated first aider and trip leader for the trip will be responsible for taking a suitable and sufficient first aid kit with them.

## 7. Communication

Communication is key in ensuring first-aid arrangements operate efficiently in an emergency, and this will require everyone to be aware of, understand, and accept them. Arrangements will be clear and easily understood. All staff, pupils and other site users will be informed of first aid arrangements including the location of:

- Equipment
- Facilities
- Signage
- The use of radio/telephone to call for immediate assistance
- Emergency phone numbers
- First aiders and how to contact them.

This information is provided to building users in a variety of ways:

- New starter staff inductions
- Mandatory health and safety awareness training for all staff
- Termly health and safety briefings for new staff
- Termly health and safety refresher sessions for all pupils, delivered by the form teacher
- A visitors guide that details the first aid provision.

The First Aid Coordinator is responsible for signage indicating where first aid boxes and epi-pens are located and detailing the nearest first aiders.

## 8. Training

### 8.1 Selecting a first aid training provider

Following the guidance provided by HSE GEIS3 - Selecting a first aid training provider - A guide for employers (hse.gov.uk) to support with the selection of a competent first aid provider, the school will ensure that the provider has:

- The correct qualifications
- Relevant quality assurance systems and teaching standards in place
- Offers accredited training with appropriate syllabus content.

### 8.2 Levels of training

All school staff, regardless of role, are able to undertake first aid training if they would like.

All first aiders must have completed a training course and 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. This register is maintained by the First Aid Coordinator.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, staff will need to retake the full qualification.

The courses offered to staff include:

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| **First Aid at Work (FAW)** | Three-day course covered in 18 hours over a minimum of 3 days.<br>On completion of training, successful candidates should be able to:<br>provide emergency first aid at work (see below)<br>(b) administer first aid to a casualty with:<br>injuries to bones, muscles and joints, including suspected spinal injuries<br>chest injuries |

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| | burns and scalds<br>eye injuries<br>sudden poisoning<br>anaphylactic shock.<br>(c) recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.<br>Certificates last for three years. Before the certificates expire, first aiders will need to undertake a two-day requalification course as appropriate, to obtain another three-year certificate. |
| **Emergency First Aid at Work (EFAW)** | One day course covered in a minimum of 6 hours. On completion of training, successful candidates should be able to:<br>(a) understand the role of the first aider including reference to:<br>the importance of preventing cross-infection<br>the need for recording incidents and actions<br>use of available equipment<br>(b) assess the situation and circumstances in order to act safely, promptly and effectively in an emergency<br>(c) administer first aid to a casualty who is unconscious (including seizure)<br>(d) administer cardiopulmonary resuscitation<br>(e) administer first aid to a casualty who is choking<br>(f) administer first aid to a casualty who is wounded and bleeding<br>(g) administer first aid to a casualty who is suffering from shock<br>(h) provide appropriate first aid for minor injuries including small cuts, grazes and bruises, minor burns and scalds, small splinters).<br><br>Certificates last for three years. The full course must be re-completed to obtain further three-year certificate |
| **Paediatric First Aid** | Two-day course covered in a minimum of twelve hours with resuscitation and other equipment including baby and junior models, as appropriate.<br><br>On completion of training, successful candidates should be aware of the appropriate contents of a first aid kit and the need to record accidents and incidents.<br><br>The course will cover the following areas:<br>planning for first aid emergencies dealing with emergencies<br>(a) resuscitation procedures appropriate to the age of children being cared for<br>(b) recognising and dealing with shock |

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| | (c) recognising and responding appropriately to anaphylactic shock<br>(d) recognising and responding appropriately to electric shock<br>(e) recognising and responding appropriately to bleeding;<br>(f) responding appropriately to burns and scalds<br>(g) responding appropriately to choking<br>(h) responding appropriately to suspected fractures<br>(i) responding appropriately to head, neck and back injuries<br>(j) recognising and responding appropriately to cases of poisoning<br>(k) responding appropriately to foreign bodies in eyes, ears and noses<br>(l) responding appropriately to eye injuries<br>(m) responding appropriately to bites and stings<br>(n) responding appropriately to the effects of extreme heat and cold<br>(o) responding appropriately to febrile convulsions<br>(p) recognising and responding appropriately to the emergency (q) (q) needs of children with chronic medical conditions, including (r) epilepsy, asthma, sickle cell anaemia, diabetes<br>(s) recognising and responding appropriately to meningitis and other serious sudden illnesses.<br><br>Certificates last for three years. The full course must be re-completed to obtain a further three-year certificate. |

**9. Record keeping**

**9.1 Accident book**

Accidents or incidents that happen on the premises, regardless of if the patient is a member of the school or not, must be recorded in the school's online accident book (medical tracker). In the case of pupil incidents, the accident book should be completed by the member of staff initially responsible for supervising the respective pupil. The online accident book is reviewed half-termly by the Head of School Operations and Head of Health and Safety to ascertain the nature of the incidents and to spot trend and areas of concern. Summaries of the data and observations are shared with the school's Health and Safety Committee, the Group's Health and Safety Committee and governors as appropriate.

Any non-employee that experiences an accident or incident whilst on the premises, for example a contractor, must also report the incident immediately to the person responsible for their presence on site.

A record of all first aid treatment is to be recorded using the online accident and incident report form within medical tracker. The form should be completed by the relevant member of

staff on the same day or as soon as possible after an incident resulting in sudden illness or injury.

As much detail as possible should be supplied when reporting an accident or sudden illness, including all the information included in the accident form which is detailed in Appendix B. This includes:

- The date, time and location of the incident
- The name, year and class (if applicable) of the injured or ill person
- The injured or ill person's contact details if they are not a member of the school
- Details of the injury and illness
- What first aid was given
- What happened to the person immediately afterwards
- The name of the first aider and / or person who dealt with the incident
- Whether the accident needs reporting elsewhere or further investigating.

Parents /carers are notified on the same day of significant accidents and all head bumps/injuries via the online accident report form, which triggers an email. As accident reports are filed for all instances where first aid is applied, copies are available upon request should a parent/carer wish to see a copy.

If the Office Manager determines that the child requires to go home, they first liaise with a member of the Senior Leadership Team before contacting the parent to come and collect the pupil.

Records held in the accident book will be retained for a minimum of three years. In accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

**9.2 Reporting to the HSE**

The COO will keep a record of, and formally investigate, any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The COO will report these to the HSE as soon as is reasonably practicable and in any event within ten days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within ten days.

Further information is provided in the Group's Accident Investigation Policy.

**9.3 Reporting to Ofsted**

In relation to EYFS provision, the Head will notify Ofsted of any serious accident, injury or illness to a child in its care, and of any death of a child, as required by the EYFS Statutory Framework. Notification will be made without delay and within 14 days of the incident.

## 10. Monitoring and review

This policy will be reviewed by the COO and the Head of Health and Safety annually.

This will include a review of the adequacy and effectiveness of emergency arrangements and will include feedback received from the school's external annual health and safety audit. Significant changes to departmental activities, site organisation (e.g. moving to a new building) will demand at least a partial review of first aid arrangements.

At every review, the policy will be shared with the Local School Board.

## 11. Links with other policies

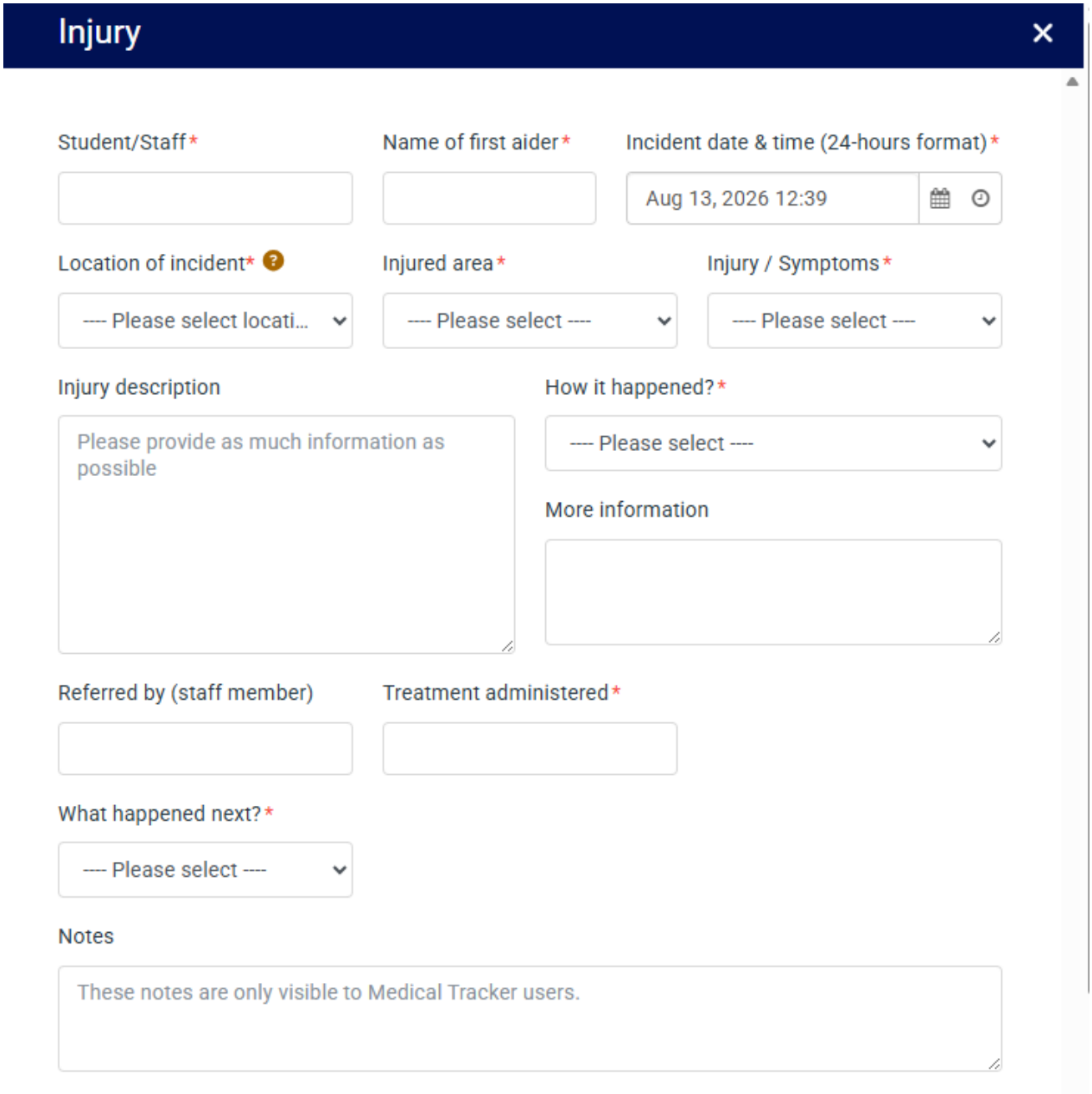
This First Aid Policy links to the following policies:

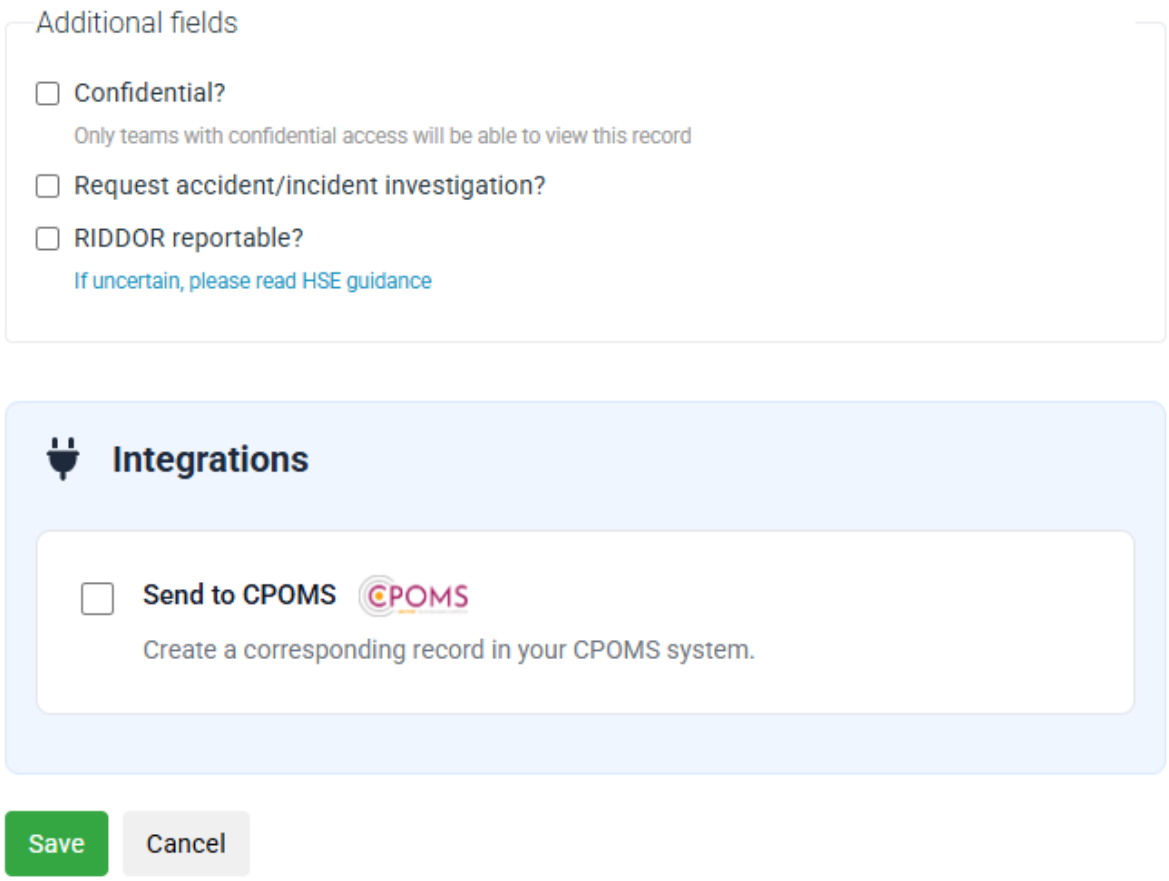
- Risk and Compliance Policy (Group)
- Accident and Investigation Policy (Group)
- Critical Incident Plan (school)
- Fleet Vehicles Policy (Group)
- Health and Safety Policy (Group)
- Lettings Policy (school)
- Supporting Pupils with Specific Medical Conditions (school)

## Appendix A: Accident and illness procedures for pupils

1. Pupil reports to member of staff that they feel ill, or that they have sustained an injury.
2. Staff member assesses whether the illness or injury requires a first aider or support of the Office Manager.
3. For injuries, if a first aider is nearby and able to support (e.g. during playtime) pupil is referred to first aider. Otherwise, the pupil is referred to the Reception office for first aid treatment. If the illness or injury is considered serious an ambulance should be called immediately and the Office Manager (if available) should be called to scene.
4. If the emergency services are called parent/carers must be informed as soon as possible by telephone. SLT must also be informed as soon as possible after the ambulance has been called. The pupil must be accompanied to hospital by an adult.
5. For routine illness, the pupil is referred to the first aid bay in the reception.
6. All accidents and near misses must be recorded in the online accident form. The form should be submitted by the staff member that initially witnessed or dealt with the incident. Office Manager then receives an email alert.
7. Once an accident is recorded on the accident form or first aid treatment is given to a pupil, an email is sent home to the parent / carer by the administration team.
8. Should a pupil suffer an accident/incident whilst not on school premises (i.e. during a trip or sports visit), the individual supervising or witnessing it must complete the online accident report form. In the absence of an online form when off-site, the individual must notify the Office Manager that will complete medical tracker form.
9. If injury or illness requires the pupil to be sent home, they must be referred to the Office Manager who will liaise with the Deputy Head before informing the parent /carer and updating the school register.

## Appendix B: Example of accident form






## Appendix C: First Aid Needs Assessment:

The level of first aid provision required at the school has been assessed by taking into account the following factors.

1. **Activities, types of hazards and injuries and high-risk areas**

A review of activities across the school indicates the likelihood of moderate injury, increasing to high-risk in the playground, art, music, sport and estates team activities.

| Area | Hazards | Possible cause of accident | Possible injuries | Additional first aid equipment |
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| Use of general classrooms | Slips, trips, falls | Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets | Cuts, bruises, slips, trips, head injuries | Ice packs<br>Additional sterile wipes and plasters |
| Playtime | Slips, trips, falls | Uneven outdoor surface or grounds, adverse weather, obstructions, collisions, playground equipment | Cuts, bruises, slips, trips, head injuries | Ice packs<br>Additional sterile wipes and plasters |
| Dining Hall | Burns<br>Choking<br>Slips, trips, falls | Contact with hot items or surfaces, slippery surfaces, uneven flooring | Allergic reaction, burns, cuts, bruises, slips, trips, head injuries, choking | Epi-pen<br>Age-appropriate food preparation<br>Supervised snack and lunch times<br>All EYFS staff Paediatric First Aid trained |
| Early Years | Slips, trips, falls, exposure to bodily fluids | Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets | Cuts, bruises, slips, trips, head injuries, choking, infection | Age-appropriate food preparation<br>Supervised snack and lunch times<br>All EYFS staff Paediatric |

| | | | | |
|---|---|---|---|---|
| | | | | First Aid trained<br>Ice packs<br>Additional sterile wipes and plasters |
| Art | Chemicals<br>Heat<br>Sharps | Exposure to chemicals whilst handling, spillages, splashing, leaks, hot surfaces when using kiln, incorrect use of sharp tools | Cuts, burns, allergic reaction, eye injury, breathing difficulties | Eye wash station |
| Main Hall | Electricity<br>Music Equipment<br>Working at height<br>Manual handling | Failure to securely isolate electrical systems and equipment, poorly maintained equipment, incorrect working at height or manual handling | Electric shock, burns, head and physical injuries, allergic reaction, eye injury, musculoskeletal injury | First Aid Kit |
| Estates team activity | Electricity<br>Machinery<br>Chemicals,<br>Working at height<br>Manual handling<br>Exposure to bodily fluid<br>Workplace transport | Failure to securely isolate electrical systems and equipment, poorly maintained equipment, exposure to chemicals, incorrect working at height or manual handling, involvement in road traffic accidents | Electric shock, burns, head and physical injuries, allergic reaction, eye injury, musculoskeletal injury, infection | Burns kit<br>Eye wash stations |
| IT (Use of Chromebooks) | Electricity<br>Working at height | Failure to securely isolate electrical systems and equipment, poorly maintained equipment, incorrect working at height or manual handling | Electric shock, burns, head and physical injuries, musculoskeletal injury | |
| Sport | Manual handling<br>Workplace transport | Incorrect manual handling, collisions in sport, involvement in road traffic accidents | Head injuries, sprains, fractures, breathing difficulties, musculoskeletal injury | Ice packs |

## 2. Size and layout of the school

The school is based at 70 Thurlow Park Road. The school is one building consisting of 4 floors. The building has 2 wings, main wing consisting of classrooms for Y2-6, offices and dining rooms, the second wing consists of classrooms for Pre-School – Y1, offices, staff room and main hall.

**Type and number of occupants on a typical school day.**

| | |
|---|---|
| Pupils | 211 |
| Staff (including external service providers) | 65 onsite at any one time |
| Visitors | ~ 50 |
| **TOTAL** | **336** |

There are on average 48 staff trained as first aiders at one time (allowing for some flex with certificates expiring, staff leaving etc.) If 80% of first aiders are on site at any one time, that is 38 first aiders on site during the normal school day, this is a ratio of 11 occupants to each first aider. This is a more than sufficient ratio, given that the HSE consider it to be good practice to have one first aider for every 50 occupants.

## 3. First aider coverage

First aid coverage across the buildings and levels is summarised in the table below. Coverage is good across the buildings, including in all 'high risk' areas.

| **Prep (Main Building)** | |
|---|---|
| Basement | 2 |
| Ground Floor (T000) | 5 |
| 1st Floor (T100) | 6 |
| 2nd Floor (T200) | 6 |
| 3rd Floor (T300 | 9 |
| Ground Floor W000 | 3 |
| First Floor W100 | 4 |
| | |

The table below summarises the arrangements for the school day and out of hours. During a typical out-of-hours day (e.g. school holidays) there are normally a maximum of ten employees

on site. Where out of hours pupil events are arranged, first aid provision must be allocated before the activity is approved.

| | | |
|---|---|---|
| School Day | All staff onsite: Approximate 48 first aiders available, with good spread across buildings and floors | EYFS: All EYFS staff Paediatric First Aid trained.<br><br>Break times: always at least one member of staff on duty is a first aider (playground and dining hall).<br><br>Art: minimum of one first aider available.<br><br>Sport: all sports staff are first aid trained. |
| Out of hours | Whenever the building is open there is always at least one member of staff who is a first aider.<br><br>Events: all event risk assessments require a nominated first aider, with a ratio of one first aider to 100 visitors. | If EYFS children are onsite out of hours, there will always be a paediatric first aider assigned to the activity (e.g. Saturday admissions-related activity).<br><br>If pupils are onsite the activity is treated as 'out of hours' event, requiring a risk assessment that includes the event organiser to allocate a first aider. |

Given the regular work patterns of most staff at the school, foreseeable and unforeseeable absences during term-time can be managed due to the number of first aid trained staff.

During the holidays and out of hours, foreseeable absence is addressed by ensuring that the administration team have at least one qualified first-aider due to be on shift, with rotas adjusted to ensure this. Going forward, the requirement to be a first aider will be an expected duty of all administration team roles.

For all off-site activities involving pupils, the educational visits risk assessment requires a first aider to be assigned to the trip, based on a ratio of 50 pupils to one first aider.

**4. Proximity to A&E**

The closest A&E to the school is King's College Hospital, which is two miles away, fifteen minutes in a car. Based on the UK statistic that the average distance from a home to A&E is ten km, there is a reduced need for additional emergency treatment arrangements than if the school was in a more remote location.

**5. Review of accident data**

A review of the last year's accident data indicates the highest risk areas are:

- General playground accidents, excluding playground equipment
- Playground equipment
- Collisions (with another child)
- Trips & slips, excluding general playground accidents
- Classroom / school hall furniture

The majority of accidents happen during the school day.

The accident data indicates that first aid has been promptly available, either via the first aid bay in reception office, or local first aiders on hand. Given the level of first aid coverage and the nature of injuries most often incurred, the current first aid provision is considered appropriate.

**6. First aid provision for visitors**

During the normal school day, due to the school being a secure site, there are unlikely to be more than fifty visitors or ad-hoc contractors onsite at any time. These numbers are manageable due to the number of first aiders available during the school day.

The majority of visitors out of hours are attending small events or meetings. Where events exceed 50 visitors, the events risk assessment requires identification of an 'allocated first aider' for the event.

**7. Shared site arrangements**

The table below summarizes the first aid arrangements for external users of the site (e.g. hirers).

| | |
|---|---|
| Before and After School Care Provides | Providers expected to evidence own first aid provision as part of agreement, keeping the Head of School Operations appraised of any accidents / incidents that relate to fabric of building, poor facility management etc |
| Holiday Clubs | Providers expected to evidence own first aid provision as part of agreement, keeping the Head of Operations appraised of any accidents / incidents that relate to fabric of building, poor facility management etc |
| Service contracts (cleaning & catering) | Contractors expected to organise own first aid provision, keeping the Head of Operations appraised of any accidents / incidents that relate to fabric of building, poor facility management etc. |