



Hawkswood Group First Aid Policy

**Approved by the Management Committee
Hawkswood Group**

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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

1. 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:

This policy is based on 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

2. Roles and responsibilities

2.1 Appointed person(s) and first aiders

The school's appointed persons:

Hawkswood: Nathalie Fitzgerald, Enzo Vullo, Carole Coleman, Donna Sinclair

Burnside: Jason Yates, Wendy Kelly, Shayden Watts

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 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 are listed in appendix 1. Their names will also be displayed prominently around the school.

2.2 The local authority and governing board

London Borough Waltham Forest 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.

2.3 The headteacher

The 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
- 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)

2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed persons 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 headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 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 the 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 headteacher or deputy headteacher will contact parents 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
- If a child or member of staff is bitten to the point of drawing blood, they should be advised to attend A&E to have the wound assessed and appropriate vaccinations.

Early Years Foundation Stage:

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

3.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings

- 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
 - Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser on Evolve and authorised by the headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

4. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile) 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room

- Reception (at the desk)
- All science labs
- All design and technology classrooms
The school kitchens
- School vehicles

5. Record-keeping and reporting

5.1 First aid and accident record book

An accident form will be completed by the appointed first aider who assessed the incident on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

The accident should be reported to the Local Authority via Air drop.

A copy of the accident report form will also be added to the pupil's educational record by the first aider who assessed the incident.

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.

5.2 Reporting to the HSE

The headteacher 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 headteacher will report these to the HSE 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

Physical Assault/Injury

Staff should complete an accident form if they or a pupil have been physically assaulted or injured by another pupil. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

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

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>

5.3 Notifying parents

The first aider who dealt with the incident 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.

5.4 Reporting to Ofsted and child protection agencies

The headteacher / deputy headteacher 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 deputy headteacher will also notify relevant local agencies such as Social Care or corporate parents where the child is cared for outside their home of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Early Years Foundation

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. The PFA certificate will be renewed every 3 years.

7. Monitoring arrangements

This policy will be reviewed by the headteacher / SBM annually.

At every review, the policy will be approved by the headteacher and management committee.

8. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on medical administration

Appendix 1: list of

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Wendy Kelly	Safe Guarding Lead	wendy.kelly@hawkswoodgroup.org.uk
Jason Yates	Learning Mentor	jason.yates@hawkswoodgroup.org.uk
Carole Coleman	Admin Officer	carole.coleman@hawkswoodgroup.org.uk
Nathalie Fitzgerald	Headteacher	nathalie.fitzgerald@hawkswoodgroup.org.uk
Julie Gotts	Learning Support Coach	julie.gotts@hawkswoodgroup.org.uk
Enzo Vullo	Teacher	enzo.vullo@hawkswoodgroup.org.uk
Donna Sinclair	Learning Support Coach	donna.sinclair@hawkswoodgroup.org.uk

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First aid	Jason Yates Wendy Kelly Shayden Watts	January 2022 January 2022 January 2021	January 2024 January 2024 January 2023
Paediatric first aid	Nathalie Fitzgerald Carole Coleman Julie Gotts Donna Sinclair	April 2020 January 2021 April 2020 April 2020	April 2023 January 2023 April 2023 April 2023

Appendix 4: Parent Accident/Injury Report



Name:	
Primary or Secondary:	
Date:	
Time:	
Where the incident took place:	
Description of injury:	
Description of how the injury happened:	
Treatment:	
Signature of first aider:	
Signature of witness:	
First aid recommendations:	

..... ✂ ✂ ✂
Date _____



Your child _____ was injured at school today. They sustained an injury to _____ and first aid was administered by _____ . We kept a close eye on them after the incident and our recommendations are _____ .

If you have any concerns please do not hesitate to contact the school.

Appendix 5: Assessment of first aid needs checklist.

Issues to consider	Impact on first aid provision	Notes
<p>Hazards: The findings of the risk assessment(s) should be taken into account, along with parts of the workplace that may have different work activities or hazards, and may require different levels of first aid provision.</p>		
<p>Are the hazards low level, such as those found in offices?</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • An appointed person to take charge of first- aid arrangements; • A suitable first aid box. 	
<p>Are there higher-level hazards such as dangerous machinery, hazardous substances, or work involving confined spaces?</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Providing first-aiders; • Additional training for first-aiders to deal with injuries resulting from special hazards; • Additional first aid equipment; • Precise siting of first aid boxes; • Providing a first aid room; • Informing the emergency services. 	
<p>Does the level of risk vary in different parts of the establishment/building/site?</p>	<p>Consider the provision of each building or site.</p> <p>Where several levels of risks exist, base the provision on the highest level of risk.</p>	
<p>Employees</p>		
<p>How many people are working on site, or in the establishment/building?</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • An appointed person to take charge of first aid arrangements; • A suitably stocked first aid box. <p>Where there are large numbers of employees, consider providing:</p> <ul style="list-style-type: none"> • First-aiders; • Additional first aid equipment; • A first aid room. 	

Are there any inexperienced staff, or trainees on site?	Consider: <ul style="list-style-type: none"> • Additional training for first-aiders; 	

Are there any staff with disabilities, or particular health problems?	<ul style="list-style-type: none"> • Additional first aid equipment; • Local siting of first aid equipment. <p>The first aid provision should cover any work experience trainees.</p>	
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Non-employees

<p>Do members of the public visit your premises?</p>	<p>Under the Regulations, there is no legal duty to provide first aid for non-employees but the HSE strongly recommends that non-employees be considered in the first aid provision.</p> <p>Where there are small numbers of non-employees, a guide to the minimum provision is:</p> <ul style="list-style-type: none"> • An appointed person to take charge of first aid arrangements; • A suitably stocked first aid box. • Where there are large numbers of non-employees, consider providing: <ul style="list-style-type: none"> • First-aiders; • Additional first aid equipment; • A first aid room. <p>Where non-employees have disabilities or particular health problems, consider:</p> <ul style="list-style-type: none"> • Additional first aid equipment; • Precise siting of first aid boxes; • Providing a first aid room; • Additional training for first-aiders to deal with disabilities or particular health issues, for example the use of an epi-pen for administration. 	
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<p>Accident and ill health record</p>		
<p>What is the record of previous accidents or incidents of ill health?</p> <p>What injuries and illnesses have occurred and where did they happen?</p>	<ul style="list-style-type: none"> • Ensure the first aid provision will cater for the type of injuries and illnesses that might occur. • Monitor accidents and ill health and review the first aid provision as appropriate. 	

Working arrangements		
Do staff work out of normal office hours or work shifts?	<ul style="list-style-type: none"> • Ensure there is adequate first aid provision at all times people are at work. 	
Do staff travel to other sites, work remotely or work alone?	<p>Consider:</p> <ul style="list-style-type: none"> • The outcomes of the lone working risk assessment; • Issuing personal first aid kits; • Issuing personal communicators or mobile phones. 	
Does the work involve travel to other sites or locations with members of the public (clients, service users or pupils)?	<p>Consider:</p> <ul style="list-style-type: none"> • Ensuring the group is accompanied by a first- aider; • Taking a first aid kit on the trip; • The medical needs of the clients, services users or pupils, particularly if they have a medical care plan. 	

Do staff work at sites of other organisations?	Consider: <ul style="list-style-type: none"> • Making arrangements with the other organisation(s) to ensure adequate first aid provision; • A written agreement between yourself and the other organisation(s). 	
Is there sufficient first aid provision to cover absences of first-aiders, or appointed persons?	Consider: <ul style="list-style-type: none"> • What first aid provision would be required to cover for annual leave or other planned absences; • What would be required to cover for unplanned and exceptional absences? 	

Overall Risk Rating based on information in table above (circle as appropriate):	H i g h	Medium	Low
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Maximum number of persons on site, including non-employees:	
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Number of 3-day trained first-aiders required:		Number of Emergency first-aiders required:	
Number of First Aid boxes required:		Number of Travelling/Mobile first aid kits required:	

Name of person responsible for maintaining the first aid boxes and kits:	Name of person responsible for organising refresher training:
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Signed:	Date:	Date of Review:
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