
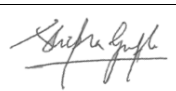


## First Aid in School Policy

<b>Date ratified</b>	5 December 2023
<b>Committee Responsible for Policy</b>	Full Governing Body
<b>Date to be updated</b>	November 2024
<b>Headteacher Signature</b>	
<b>Chair of Governors/ Committee Signature</b>	

## Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished

### Biblical Basis

Luke 10:34

He went to him and bandaged his wounds, pouring on oil and wine. Then he put the man on his own donkey, brought him to an inn and took care of him.

## 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, guidance from the Health and Safety Executive (HSE) on incident reporting 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. Roles and responsibilities

### **Appointed persons and first aiders**

The School Business Manager is responsible for the overall management of first aid and for ensuring that first aiders complete the following:

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

## **The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

## **The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 staff 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)

## **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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or School Business Manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **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 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 will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## 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 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 (if the trip or part of the trip takes place outside normal school hours – in all other circumstances, parents' contact details will be obtained by telephoning the school office)

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits outside the local area. When those visits include pupils from the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. 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 supplies for use in school are stored in the medical room, with extra supplies in the school office.

First aid kits for use on school trips and visits are stored in the school office.

## 6. Record-keeping and reporting

### First aid and accident report forms

A first aid report form will be completed by the first aider/ relevant member of staff 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

Records held in the first aid report file 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.

### Reporting to the HSE

The School Business Manager/ 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 School Business Manager/ Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: 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) which:

- Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager/ Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

## **Notifying parents**

A member of staff will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

## **Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in 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 Headteacher will also notify all relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

The school's First Aid Risk Assessment will determine the minimum number of first aiders that are required at any one time.

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 Senior Leadership Team will ensure that a member of staff with a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework is on the premises at all times when children from the EYFS are present (including during the normal school day, school trips and After School Club). If the regular staff members are absent, the Senior Leadership Team will ensure that cover staff have the required qualification.

## **8. Monitoring arrangements**

This policy will be reviewed and approved by the full governing body every year.

## **9. Links to other policies**

This policy links to the following policies:

- Health and Safety Policy
- Supporting Children with Medical Conditions in School



**HOLY TRINITY C of E PRIMARY SCHOOL**



**GROWING TOGETHER AS CHILDREN OF GOD**

# HOLY TRINITY C of E PRIMARY SCHOOL

## APPENDIX I: First Aid Needs Assessment (London Borough of Merton Template)

### STEP 1. BACKGROUND INFORMATION

Premises Name & Location	Holy Trinity C of E Primary School, Effra Road, Wimbledon SW19 8PW
Name of Assessor	Samantha Joiner
Date of this Assessment	November 2022
Date of Review (min 12 months)	November 2023

### STEP 2. DETAILS OF EXISTING FIRST AID PROVISION

FIRST AID PERSONNEL	TOTAL NO.	FULL NAME(S) OF FIRST AID PERSONNEL	CERTIFICATE START DATE	CERTIFICATE END DATE	IRRESPECTIVE OF BEING APPOINTED; TRAINED; CERTIFIED etc. IS THE INDIVIDUAL WILLING TO FULFILL THE ROLE?		WITH THE EXCEPTION OF LEAVE OR SICKNESS ABSENCE WILL THIS INDIVIDUAL ALWAYS BE AVAILABLE ON SITE TO FULFILL THE ROLE?	
					YES	NO	YES	NO
Appointed Person(s)		Samantha Joiner	Nov 2020	Nov 2023	Yes		Yes	
Emergency First Aid at Work (EFAW) First Aider(s)	22	Deena Abdelkhaleq Fedaa Abdelkhaleq Claire Brown Jackie Cooper Kim Dawe Nirushka Faugoo Debi Feltham Lyndsay Granger Rosalie Hendry Sarah Hunt Denise Jenkins Samantha Joiner Sue Mares Denise Neasmith Tina Panners Izzy Rickards Lannette Rodrigues Camille Smythe Karolina Snelson Carol Sumner Alex Walker Linda Wyke	Nov 2023 Nov 2023 Nov 2023 Nov 2023 June 2022 June 2022 June 2022 Nov 2023 June 2022 Nov 2023 June 2022 Nov 2023 June 2022 Nov 2023 June 2022 Nov 2023 Nov 2023 Nov 2023 Nov 2023 June 2022 June 2022 June 2022	Nov 2026 Nov 2026 Nov 2026 Nov 2026 June 2025 June 2025 June 2025 Nov 2026 Nov 2026 Nov 2026 June 2025 Nov 2026 June 2025 Nov 2026 June 2025 Nov 2026 Nov 2026 Nov 2026 Nov 2026 June 2025 June 2025 June 2025	Yes Yes		Yes Yes	
First Aid at Work (FAW) First Aider(s)	0	N/A						

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FIRST AID PERSONNEL	TOTAL NO	FULL NAME(S) OF FIRST AID PERSONNEL	CERTIFICATE START DATE	CERTIFICATE END DATE	IRRESPECTIVE OF BEING APPOINTED; TRAINED; CERTIFIED etc. IS THE INDIVIDUAL WILLING TO FULFILL THE ROLE?		WITH THE EXCEPTION OF LEAVE OR SICKNESS ABSENCE WILL THIS INDIVIDUAL ALWAYS BE AVAILABLE ON SITE TO FULFILL THE ROLE?	
					YES	NO	YES	NO
Paediatric First Aider(s)	23	Deena Abdelkhaleq	Nov 2023	Nov 2026	Yes		Yes	
		Fedaa Abdelkhaleq	Nov 2023	Nov 2026	Yes		Yes	
		Claire Brown	Nov 2023	Nov 2026	Yes		Yes	
		Jackie Cooper	Nov 2023	Nov 2026	Yes		Yes	
		Kim Dawe	June 2022	June 2025	Yes		Yes	
		Nirushka Faugoo	June 2022	June 2025	Yes		Yes	
		Debi Feltham	June 2022	June 2025	Yes		Yes	
		Lyndsay Granger	Nov 2023	Nov 2026	Yes		Yes	
		Rosalie Hendry	June 2022	June 2025	Yes		Yes	
		Sarah Hunt	Nov 2023	Nov 2026	Yes		Yes	
		Denise Jenkins	June 2022	June 2025	Yes		Yes	
		Samantha Joiner	Nov 2023	Nov 2026	Yes		Yes	
		Sue Mares	June 2022	June 2025	Yes		Yes	
		Denise Neasmith	Nov 2023	Nov 2026	Yes		Yes	
		Tina Panners	June 2022	June 2025	Yes		Yes	
		Izzy Rickards	Nov 2023	Nov 2026	Yes		Yes	
		Lannette Rodrigues	Nov 2023	Nov 2026	Yes		Yes	
		Camille Smythe	Nov 2023	Nov 2026	Yes		Yes	
		Karolina Snelson	Nov 2023	Nov 2026	Yes		Yes	
		Carol Sumner	June 2022	June 2025	Yes		Yes	
		Sharon Townsend-Hall	Nov 22	Nov 2025	Yes		Yes	
		Alex Walker	June 2022	June 2025	Yes		Yes	
		Linda Wyke	June 2022	June 2025	Yes		Yes	

FIRST AID EQUIPMENT AND FACILITIES	ON SITE?		NUMBER ON SITE / DETAILS
	YES	NO	
Damp and dust proof First-Aid container	Yes		First aid trolley in medical room
Contents/Equipment needed for the First-Aid container(s) which must include the HSE's 'Basic Advice on First Aid at Work' Leaflet INDG 347.	Yes		Stocked first aid trolley
Additional equipment (specify) e.g. foil blankets, eye wash bottles, shears, microporous tape, tourniquets, haemostatic dressings	Yes		Foil blankets are in grab bag Eye wash and tape are in first aid trolley
Defibrillator	Yes		1 available in school hall
Travelling First Aid Kit	Yes		2 available in school office
First Aid Room	Yes		1 available
Shower for first aid purposes	Yes		1 near staffroom and 1 in Nursery
Deputy / Cover Arrangements	Yes		Numerous first aiders, including SLT members

## STEP 3. DETERMINATION OF FIRST AID PROVISION

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Hazards: Use general risk assessment to inform the First-Aid requirements, consider types of activities/hazards and the levels of first-aid provision required				
Does the workplace have low level hazards e.g. those found in an office?	Yes		The minimum provision is: <ul style="list-style-type: none"> <li>An appointed person to take charge of first aid-arrangements;</li> <li>A suitably stocked first-aid box</li> </ul>	
Does the workplace have higher-level hazards e.g. Covid-19; or chemicals or dangerous machinery such as those found in a laboratory or mechanical workshop?	Yes		You should consider: <ul style="list-style-type: none"> <li>Providing first aiders;</li> <li>Providing additional training for first-aiders to deal with injuries resulting from special hazards;</li> </ul>	
Do your work activities involve special hazards e.g. confined spaces; explosives; high voltages; hydrofluoric acid; lone working; machinery; manual handling; pathogens; toxic substances; work in remote areas, etc.		No	<ul style="list-style-type: none"> <li>Providing a suitably stocked first-aid box;</li> <li>Providing additional first-aid equipment;</li> <li>Signage showing the precise location of first-aid equipment;</li> <li>Providing a first aid room;</li> <li>Informing the emergency services of specific hazards etc. in advance.</li> </ul>	
Employees and others: Consider the number of people and those that may be at higher risk				
Do you have a large number of employees?	Yes		Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>An appointed person to take charge of first-aid arrangements</li> <li>A suitably stocked first-aid box</li> </ul> <p>Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> <li>First-aiders;</li> <li>Additional first-aid equipment;</li> <li>A first-aid room.</li> </ul>	
Are there staff on site that may be at higher risk? Consider inexperienced workers; those with existing health problems; young persons; new and expectant mothers; employees with disabilities; those on work experience.	Yes		You should consider: <ul style="list-style-type: none"> <li>Providing additional training for first-aiders;</li> <li>Providing additional first-aid equipment;</li> <li>Local siting of first-aid equipment;</li> <li>Providing a first aid room;</li> <li>Informing the emergency services of specific hazards etc. in advance.</li> </ul>	
Do members of the public or non-employees, e.g. visitors; contractors; children; students visit your premises?	Yes		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first-aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.	
Accident and ill-health records:				
Consider your record of accidents and ill health. Consider the types of accidents; injuries and illnesses that have previously occurred and where they happened.			Ensure your first-aid provision will cater for the types of accidents; injuries and illnesses that have occurred in the past in addition to those that are foreseeable. Monitor accidents and ill health and review your first-aid provision as appropriate.	
Working Arrangements:				
Do any staff work alone?	Yes		Ensure access to first-aid kits; Consider issuing personal first-aid kits; Ensure communications lines are accessible e.g. mobile phone, lone working device.	Headteacher early in morning
Do any staff work remotely?		No		Only in Covid
Do any staff travel a lot?		No		
Do any staff work shifts or out- of-hours?		No	Ensure there is sufficient first-aid provision at all times people are at work.	
Are the premises spread out?		No	Consider First-Aid provisions in each building and/or on each floor.	
Do you occupy more than one building on the site	Yes			
Do you operate on multiple floors?	Yes			

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Do any staff work at other employers' site?		No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Are there times when the First Aider might be on leave or absent?		No	You should consider: <ul style="list-style-type: none"> <li>What cover is needed for annual leave and other planned staff absences;</li> <li>What cover is needed for unplanned and exceptional absences.</li> </ul>	
Do any staff travel i.e. drive as part of work commitments?		No	Ensure mobile First-Aid kits are provided Consider providing additional specialist First-Aid	
Do any staff conduct work off site, e.g. fieldwork, where specialist First Aid may be required?		No	Consider providing: Additional specialist First Aid training Specialist First-Aid kits	
Emergency Services:				
Is your workplace remote from emergency medical services?		No	If 'Yes' you should: <ul style="list-style-type: none"> <li>Inform the emergency services of your location;</li> <li>Consider special arrangements with the emergency services;</li> <li>Consider emergency transport requirements,</li> </ul>	
How far away is the nearest hospital?			1.5 km	
What is the name of the nearest hospital?			St George's	

## STEP 4. BASIC MINIMUM NUMBER OF FIRST AID PROVISION

FROM YOUR RISK ASSESSMENT, WHAT DEGREE OF HAZARD IS ASSOCIATED WITH YOUR WORK ACTIVITIES?	HOW MANY EMPLOYEES DO YOU HAVE? (i.e. in the premise or as part of the activity this covers)	BASIC MINIMUM This provision should be available at any time during the working day Consider holiday / sickness cover	ADDITIONAL FACTORS Irrespective of whether your workplace risk is low, medium or high, any of the factors in the list below may require you to increase your first-aid provision from the basic minimum Tick all that apply and make comments in the next column as necessary	ADDITIONAL COMMENTS (To be added as appropriate to your workplace, activity, or premise)
<input type="checkbox"/> <b>Low-hazard</b>  Examples: <ul style="list-style-type: none"> <li>offices,</li> <li>libraries,</li> <li>schools (generally)</li> </ul>		At least <b>1 Appointed Person</b>	<input type="checkbox"/> Distribution of workforce within the building <input type="checkbox"/> Visitors to building** <input type="checkbox"/> Pupils on premises / working with children <input type="checkbox"/> School provision for lunchtimes and breaks <input type="checkbox"/> Out of school hours' arrangements e.g. lettings/parents evening <input type="checkbox"/> School off-site activities/trips <input type="checkbox"/> Working with foundation stage children*** <input type="checkbox"/> Contractors working <input type="checkbox"/> New and expectant mothers	
		At least <b>1 EFAW</b> trained First-Aider		
		At least <b>1 PFA</b> trained First-Aider		
	<input type="checkbox"/> More than <b>50</b>	At least <b>1 FAW</b> trained First-Aider for <b>every 100</b> (or part thereof)		

## STEP 5. DETAILS OF ADDITIONAL FIRST AID REQUIREMENTS

FIRST AID PERSONNEL	REQUIRED?		NUMBER REQUIRED / DETAILS
	YES	NO	
Appointed Person	Yes		1
EFAW First Aider	Yes		1 (we have 22)

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FAW First Aider	?		I would be ideal, however the nature of school life means that even if a member of staff were trained they would not be continually in school
First Aider with additional training		No	N/A but to be reviewed if children or staff with specific needs join the school
Paediatric First Aider	Yes		At least 1 (we have 23)
FIRST AID EQUIPMENT AND FACILITIES	REQUIRED?		NUMBER REQUIRED / DETAILS
	YES	NO	
Damp and dust proof First-Aid container	Yes		First aid trolley in medical room
Contents/Equipment needed for the First-Aid container(s) which must include the HSE's 'Basic Advice on First Aid at Work' Leaflet INDG 347.	Yes		Stocked first aid trolley
Additional equipment (specify) e.g. foil blankets, eye wash bottles, shears, microporous tape, tourniquets, haemostatic dressings	Yes		Foil blankets are in grab bag Eye wash and tape are in first aid trolley
Defibrillator	Yes		1 available in school hall
Travelling First Aid Kit	Yes		2 available in school office
First Aid Room	Yes		1 available
Shower for first aid purposes	Yes		1 near staffroom and 1 in Nurey
Deputy / Cover Arrangements	Yes		Numerous first aiders, including SLT members

## STEP 6. ACTION PLAN

No.	ACTION(s) REQUIRED	NAME OF PERSON RESPONSIBLE	DATE ACTIONED
1	Book refresher training for staff whose training expires in June 2025	Samantha Joiner	

## APPENDIX 2: First Aid Risk Assessment (London Borough of Merton Template)

### GENERAL RISK ASSESSMENT

<b>ESTABLISHMENT:</b> Holy Trinity CofE Primary School	<b>ROOM / AREA:</b> Full School Premises	<b>ACTIVITY / SITUATION:</b> First Aid Risk Assessment for Primary School
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HAZARDS IDENTIFIED		POPULATION WHICH MAY BE AFFECTED				POPULATION PARTICULARLY AT RISK			
		EMP	C/S	CON	V/P	CRN	YPS	NEM	DIS
1)	Risk that qualified first aider cannot be located in the event of a situation where first aid is required	X	X	X	X	X			
2)	Risk that first aid treatment provided is inadequate	X	X	X	X	X			
3)	Risk that insufficient first aid supplies are available when required	X	X	X	X	X			
4)	Risk that emergency services are not called promptly when required due to lack of staff awareness of process for doing so	X	X	X	X	X			
5)	Risk that pupils requiring life saving medication cannot access this medication quickly enough		X			X			
EMP=Employee, C/S = Client / Student, CON = Contractor, V/P = Visitor / Public, CRN = Children, YPS = Young Persons, NEM = New & Expectant Mothers, DIS = Disabled									

EXISTING CONTROL MEASURES IN PLACE (e.g. procedures, supervision, training, safety signs and information, PPE etc.)	
1)	<p>The list of first aiders is displayed on the wall of the medical room, in the school office and on the first floor</p> <p>The school medical room is situated in the heart of the school and is easily located by staff, visitors and children. Therefore, even if a qualified first aider cannot be located, first aid equipment may be found.</p> <p>A Lunchtime Supervisor with first aid qualification is on duty every lunchtime, and normally based in the medical room</p>
2)	<p>At least 10 members of staff will be qualified in first aid at all times. First aiders will be drawn from all key stages/ teams (e.g. Key Stage 2, Key Stage 1, EYFS, After School Club, Lunchtime Supervisors, Office Staff etc.)</p> <p>Staff have both the Emergency First Aid at Work and Paediatric Emergency First Aid at work qualifications</p> <p>In keeping with EYFS requirements, at least one member of staff will hold the Full (12 hour) Paediatric First Aid qualification at all times</p> <p>As at November 2023, 23 members of staff have current first aid qualifications. 5 members of staff working in the EYFS have a Paediatric qualification</p> <p>At least 10 members of staff have been trained in the use of the defibrillator at all times. At least 10 members of staff have been trained in the administration of adrenaline for anaphylaxis.</p> <p>All staff are reminded regularly of the need to log any first aid given in the First Aid Reports log which is stored in the medical room. Old sheets are archived by the school office on a regular basis, for confidentiality reasons</p> <p>At least one qualified first aider will attend all school trips where children from EYFS are present and a first aid kit will be taken. A first aid kit will be taken on all other school trips, and qualified first aiders will attend wherever feasible</p> <p>If children receive a bump to the head in school they will be given a letter for their parents. Younger children may also be given a sticker. If children have a nosebleed in school they are given a nosebleed letter.</p> <p>If children experience vomiting/ diarrhoea in school or a loss of consciousness, their parents will be contacted immediately. Vomiting/ diarrhoea or loss of consciousness forms may also be used</p> <p>All first aid incidents requiring hospital treatment will be logged using the LBM Accident Reporting software and where applicable a RIDDOR report will be made</p>
3)	<p>Rosalie Hendry (office) is responsible for ensuring that our first aid supplies are sufficient at all times. Staff are aware that they may contact Samantha Joiner (School Business Manager) if they identify gaps and Rosalie is not available</p> <p>In keeping with guidance from the HSE, the medical room will contain the following items as a minimum:</p> <ul style="list-style-type: none"> <li>• a leaflet with general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)</li> <li>• individually wrapped sterile plasters of assorted sizes</li> <li>• sterile eye pads</li> <li>• individually wrapped triangular bandages, preferably sterile</li> <li>• safety pins</li> <li>• large and medium-sized sterile, individually wrapped, unmedicated wound dressings</li> </ul>

# HOLY TRINITY C of E PRIMARY SCHOOL

	<ul style="list-style-type: none"> <li>disposable gloves</li> </ul> <p>At least one qualified first aider will attend all school trips where children from EYFS are present and a first aid kit will be taken. A first aid kit will be taken on all other school trips, and qualified first aiders will attend wherever feasible</p>
4)	<p>All staff are reminded through the weekly bulletin that 999 may be called from all phones in school.</p> <p>In non emergency situations, the emergency services will normally be contacted by the Headteacher or office staff</p>
5)	<p>All medication held in school for pupil use is stored in the school office so that it is always in one central location. The only exception is glucose medication for the two children with Type 1 Diabetes. This is with the child.</p> <p>Each child's regular medication is stored in a labelled medicine box, filed by year group, with that child's photograph and a summary of their key medical needs on the front. Temporary medication is labelled with the child's name and class and stored in the temporary medicine box.</p> <p>Parents must sign in all medication and give clear instructions for how and when medication should be used. Members of staff administering medicine must always note this in the appropriate file which is stored in the school office.</p> <p>In the event that any medication is missed or given late, staff will telephone parents as soon as this is identified.</p>

	POTENTIAL SEVERITY (✓)				LIKELIHOOD (✓) (taking existing control measures into consideration)				RISK RATING (Severity x Likelihood)	ACTION PLAN ADDITIONAL CONTROL MEASURES TO BE IMPLEMENTED (if required)
	1	2	3	4	1	2	3	4		
1)										
2)										
3)										
4)										
5)										

**ASSESSOR'S NAME:** Samantha Joiner **Signature:** **Date:** 15/11/23

**POTENTIAL SEVERITY:** 1= Trivial / Negligible (hazard will not result in serious injury or illness, remote possibility of property damage); 2= Minor Injury (hazard can cause injury, illness or equipment damage but the results would not be expected to be serious); 3= Serious Injury (hazard can result in serious injury and/or illness, property & equipment damage); 4= Fatality / Major Injury (imminent danger exists, hazard capable of causing death, injury and/or illness on a wide scale).

**LIKELIHOOD:** 1= Remote (unlikely, though conceivable); 2= Possible (could occur sometimes); 3= Probable (not surprised, will occur in time); 4= Likely (likely to occur, event only to be expected).

**(NB! Multiply POTENTIAL SEVERITY SCORE with LIKELIHOOD SCORE to give the RISK RATING)**

**RISK RATING:** 1-4 = Continue with existing controls and regular ongoing monitoring; 5-8 = Requires attention ASAP to reduce rating and regular ongoing monitoring; 9-12 = Requires immediate attention to bring the risk down to an acceptable level; 13-16 = STOP! Why are you even considering doing this? The risk is too high and not acceptable.

## RE-ASSESSMENT FOLLOWING IMPLEMENTATION OF ADDITIONAL CONTROL MEASURES

	POTENTIAL SEVERITY (✓)				LIKELIHOOD (✓) (taking additional control measures into consideration)				RISK RATING (Severity x Likelihood)	ADDITIONAL CONTROL MEASURES TO BE IMPLEMENTED (if required)
	1	2	3	4	1	2	3	4		
1)										
2)										
3)										
4)										
5)										

**ASSESSOR'S NAME:** Izzy Rickards **Signature:** **DATE:** 15/11/23

<b>MANAGER'S NAME:</b>	Izzy Rickards	<b>Signature:</b>	<b>DATE:</b> 15/11/22
<b>REVIEW DATE:</b>	November 2024	1 year from the date of the last control measure to be implemented OR more frequently if required (SEE GUIDANCE)	

GROWING TOGETHER AS CHILDREN OF GOD



## APPENDIX 3: List of First Aiders



# First Aiders

### Name

### Location

Alex Walker	School Office
Camille Smythe	Reception Owls
Carol Sumner	Owls, Breakfast Club
Claire Brown	1F
Debi Feltham	1F, Lunchtime
Deena Abdelkhaleq	Year 6
Denise Jenkins	1F, 2B, Breakfast Club, ASC
Denise Neasmith	ASC
Fedaa Abdelkhaleq	Lunchtime, ASC
Izzy Rickards	Headteacher
Jackie Cooper	School Office
Karolina Snelson	Year 5
Kim Dawe	2S
Lannette Rodrigues	Nursery
Linda Wyke	Various
Lyndsay Granger	2B
Nirushka Faugoo	2S
Rosalie Hendry	School Office
Samantha Joiner	Finance Office
Sarah Hunt	3H
Sharon Townsend Hall	Lunchtime
Sue Mares	3T, Lunchtime, ASC
Tina Panners	Robins, Breakfast Club

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## APPENDIX 4: First Aid Report Form

<b>Date of Incident</b>	<input type="text"/>	<b>Time of Incident</b>	<input type="text"/>
<b>Name of Injured Person</b>	<input type="text"/>	<b>Class (if HT Pupil)*</b>	<input type="text"/>
<b>Details of the Incident</b> <i>Please give full details</i>	<input type="text"/>		
<b>Treatment Given</b> <i>Please give full details</i>	<input type="text"/>		
<b>Follow Up – In School</b> <i>Please give name of staff member informed and any advice given</i>	<input type="text"/>		
<b>Follow Up – Parents/ Carers</b>	N/A <input type="checkbox"/>	Lilac Head Bump Letter <input type="checkbox"/>	Loss of Consciousness Form <input type="checkbox"/>
	Phone call <input type="checkbox"/>	Gold Vomiting/ Diarrhoea Letter <input type="checkbox"/>	
	Email <input type="checkbox"/>	Red Nosebleed Letter <input type="checkbox"/>	
<i>If applicable please give:</i> <ul style="list-style-type: none"><li>• Name of person contacted</li><li>• Time of contact</li><li>• Details of any advice given</li></ul>	<input type="text"/>		
<b>Name of Staff Member/ First Aider Assisting</b>	<input type="text"/>	<b>Staff Signature</b>	<input type="text"/>

\* If the injured person is not a HT pupil or staff member, please note down their address. If additional follow up is required (e.g. hospital visit) please make additional notes and attach these to this form.