



FIRST BRIDGE EDUCATION

# First Aid Policy



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## **1. Aims**

The aim of this policy is to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and SMT 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. Definitions**

“The School” and “First Bridge School” and “The Centre” and “First Bridge Centre” are represented by First Bridge Education and will be referred to as either First Bridge School or the school, throughout this policy.

“Parents” includes the parents, guardians, or carers of a pupil.

“The FAMILY App” – helps us to communicate with parents, the level of communication is dependent upon whether child is attending our Early Years Provision or School. Any incident relating to children will be reported via FAMILY app.

## **3. Scope**

This policy applies to all pupils and their parents as well as staff.

This policy is linked to the school’s/centre’s Safeguarding Policy, Health and Safety Policy, Incident and Accident Policy, Risk Assessment Policy, Medication Administration Policy.

## **4. Legislation and Guidance**

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from Department for Education (DfE) 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 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 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 requires employers to conduct risk assessments, plan to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive (HSE) and set out the time limit 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 Education (Independent School Standards) Regulations 2014, which require that suitable space be provided to cater for medical and therapy needs of pupils.

## **5. Roles and Responsibilities**

In schools with Early Years Foundation Stage (EYFS) provision, at least one person who was a current paediatric first aid (PFA) certificate must be on premises all times. From the operational point we will also have at least one member of staff trained on Emergency First Aid at Work. However, to mitigate the risk we have more than one person trained in PFA and First Aid at Work.

The following defines the roles and responsibilities of all who participate in ensuring that First Aid procedures are administered in a timely and effective manner to ensure the safety of all first Bridge Education staff, children, and pupils.

### **5.1. The Role of Appointed First Aiders**

The Appointed First Aiders 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.
- 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, via our Famly App. or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

### **5.2. The Role of Senior Management Team (SMT)**

The SMT has ultimate responsibility for health and safety matters at the Centre, but delegates operational matters and day-to-day tasks to the General Manager / Principal and staff members.

### **5.3. The Role of General Manager/Principal**

The General Manager/Principal are responsible for:

- Ensuring that an appropriate number of appointed person and/or trained first aid personnel are always present at the Centre/School.
- Ensuring that the first aiders have an appropriate qualification, keeping training up to date and remain competent to perform their role.
- Ensuring all staff are aware of the 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

#### **5.4. The Role of Staff**

The staff of First Bridge School and Centre are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and/or appointed person(s) in school are.
- Completing accident reports for all incidents they deal with where a first aider/appointed person is not called.
- Informing the Centre Manager or their manager of any specific health conditions or first aid needs.

### **6. Accident Procedures**

At First Bridge School, we endeavour to always safeguard children's well-being. Accidents do however occur and in the unfortunate event that a child or adult sustains an injury at First Bridge Centre, the following procedure will apply:

#### **6.1. In-School Procedures**

- The child or adult will be comforted in the aim to remain calm. The situation will be assessed and for any minor accidents, first aid will be applied. (Please see below for some guidance on First Aid)
- There will be at least one person who always has a current paediatric first aid (PFA) certificate on the premises.
- 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 to the recovery position or supported to medical room.
- If the first aider judges that pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will speak to parents/carers and agree next course of actions.
- If emergency services are called, the General Manager or Clinical Supervisor will call the parents/carers immediately, ensuring necessary information are cascaded including what hospital their child is being taken to.
- In case the staff member is not well they can decide who they wish to inform. However, if they are unconscious, the General Manager will call their next of kin on file.
- Before the ambulance arrives the senior member of staff will decide who will accompany the child or adult to the hospital, making sure that the child's records go with them.
- If the accident is not an emergency and the parents have agreed to collect the child and take him or her themselves to the hospital a member of staff with an up to date first aid certificate must stay with the child, the whole time until parents arrive.
- The first aider will complete the incident and accident report form on the same day or as soon as practical after an incident resulting in an injury.

- The FAMLY App will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.
- If it is an adult that has had the accident, the procedure would be the same as above apart from a next of kin should be contacted.
- Depending on the severity of the accident then all relevant bodies must be informed including OFSTED, the Local Child Protection Agency and RIDDOR. This will include any action taken and will be done within 14 days of the serious accident, injury, illness, or death.

This procedure will also be followed in events such as of febrile convulsions or severe allergic reactions.

## **6.2. Off-Site Procedure**

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

- Centre mobile phone
- A portable first aid kit including:
  - Information about specific medical needs of pupils
  - Pupils rescue medication (if prescribed)
  - Parents/Carers contact details.
  - High Vis-jacket

The Clinical Lead and General Manager will complete a planning form. Clinical Supervisors will complete the classroom and individual pupils' risk assessments.

## **6.3. Bumps on the Head**

In the unfortunate event that a child sustains a head injury at First Bridge, the following procedure will apply:

- The accident procedure will be followed where the child will be assessed by a member of staff and any wounds will be treated using appropriate first aid.
- The General Manager or most senior member of staff and appointed First-Aider are informed immediately. In the event of the bump being considered by the General Manager or First-Aider as serious, the parents, and if necessary, an ambulance will be called, and the accident procedure will be followed.
- If the bump is not considered as serious, then a member of staff will be allocated to monitor the child for any changes in their symptoms, such as headache, nausea or dizziness or distressed behaviour etc, and further action will be taken if necessary.
- The child will be monitored for at least one hour before being allowed to sleep.

In line with the Health and Safety policy, the incident must be recorded on the Famly App. Whoever dealt with the accident must fill in an accident record form as soon as possible, stating all details. The General Manager and the parents/guardians will sign this. Parents will also be called immediately to notify them, in addition to the Famly App recording to inform them of the incident. Parents will also be given a notice of symptoms to watch out for, by the General Manager or most senior First Aider on site.

## **7. First Aid Equipment**

First Aid boxes are in every classroom in the cupboard marked with first aid sticker, the staff room, and medial room. The content of all first aid boxes is checked on monthly basis and portable first aid kit is checked and restocked before off-site trip is to take place.

### **7.1. First Aid Box**

A typical first aid kit in the School/Centre will include the following:

- A leaflet giving general guidance on first aid.
- Twenty individually wrapped sterile adhesive dressing (assorted sizes)
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized individually wrapped sterile unmedicated wound dressing.
- Two large sterile individually wrapped unmedicated wound dressings.
- Three pairs of disposable gloves

No medication should be kept in the first aid kit.

### **7.2. Portable First Aid Box**

Portable first aid box as a minimum should consist of:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated dressing
- Two triangular bandages – individually wrapped and preferably sterile.
- Two safety pins
- Individually wrapped moist cleansing wipes
- Two pairs of disposable gloves

## **8. Medication**

### **8.1. Non-Prescribed Medication**

Early Years Provision only including reception with prior agreement of parents/carers designated trained staff can administer Calpol as per parents/carers recommendation, but not exceeding maximum recommend dose at one time and within 24 hours.

The Centre keeps Calpol, which is stored in the medical room in the medication cabinet, which is locked. Monthly audits are completed to ensure that medication stored at the premises are in date.

### **8.2. Prescribed Medication**

Only trained members of staff can administer prescribed medication and should adhere to the following:

- Check child's name on the medication label.
- Check instructions on the label of the medication and cross-reference it with parental instructions.
- Confirm the prescribed dose and strength.
- Confirm times and frequency for the administration of the medication.
- Check the expiry date.
- Record the administration of the medication including time and dose that was administered.

### **8.3. Rescue / Functional Medication**

Functional medication includes Insulin (diabetes), Ventolin (Asthma), Diazepam, Buccal Midazolam (Epilepsy); Adrenaline (Anaphylaxis). Staff administering these medications must hold a valid PFA certification or specific training e.g. Buccal Midazolam administration certification. For more information refer to Medication Administration Policy. If a child has functional or rescue medication health plan must be developed by Clinical Supervisor and signed off by Principal / General Manager.

## **9. Record Keeping and Reporting**

Every accident will be recorded on an accident form, within the Famly App. The accident book for serious injuries for adults is kept in the staff room.

### **9.1. Accident Recording**

Accurate record keeping is especially important in respect to pupils and children the following procedure is to be adopted is as follows:

- An accident form must be filled out, on Famly, by the staff member administering first aid and all witnesses must be noted on the same day or as soon.
- As much detail as possible should be supplied when reporting and accident, including all the information included in the accident form, whether on FAMLY (pupils) or Incident and Accident Book (staff)
- Accident for pupils should be discussed with the General Manager / Principal or Clinical Lead or Supervisors before submitted on FAMLY.
- The parent/carer must sign and acknowledge the accident form (via the Famly App) by the end of the school day. If the parent has not signed the completed form, then the General Manager / Principal should be informed so an email can be sent out to the parents notifying them of the accident and that a form is waiting to be signed.
- Parents will be able to see all accident reports for their child, on the FAMLY.
- Records held in the incident and accident book and FAMLY will be retained 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.

### **9.2. Reporting to HSE**



The General Manager / Principal will keep records of any accident that results in reportable injury, disease, or dangerous occurrences as defined in the RIDDOR 2013 legislation (Regulations, 4, 5, 6, and 7).

The General Manager / Principal will report these to HSE as soon as is reasonably practicable and in any event within 10 days of the incident- expect where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay via telephone and followed up in writing within 10 days.

### **9.3. Reportable Injuries, Diseases or Dangerous Occurrences: School Staff**

School Staff: Injuries, Diseases or Dangerous Occurrence

- Death
- 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 burn (including scalding) which covers more than 10% of the whole body or causes severe 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 injury arising from working in an enclosed space which leads to hypothermia, or heat included illness, or required 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 General Manager/Principal will report these to HSE as soon as reasonably practicable in any event 15 days of the accident.

### **9.4. Occupational Diseases**

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 hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational Asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent.

### **9.5. Reportable Injuries, Diseases or Dangerous occurrences: Pupils & Visitors**

These include:

Death of a person that arose from, or was in connection with work activity\*

An injury that arose from or was in connection with 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 a substance were used.
- The condition of the premises e.g. lack of maintenance

## **9.6. Notifying Parents/Carers**

The General Manager / Principal will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same days, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

## **9.7. Reporting to Ofsted and Child Protection Agencies**

The Registered Manager will notify Ofsted of any serious accident, illness, or injury to, or death of, a child 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 General Manager / Principal will notify Hammersmith and Fulham ICAT of any serious accident or injury to, or the death of a pupil while in the Centre's care.

## **10. Training**

All School and Centre staff have a Basic First Aid Online training completed. This course is valid for three years. A minimum of five staff in the Centre must have the Paediatric First Aid Training Certification and a minimum of two staff must have the Emergency First Aid at Work Certification. Valid certification for these courses must be stored in the staff file (Breathe HR). Posters of the School and Centre First Aiders can be found in the Reception, as well as in each classroom.

The School/Centre will arrange the First Aid Training for first aiders before it expires.

At all times, at least one staff member will have a current Paediatric First Aid (PFA) Certificate that meets requirements set out in the Early Years Foundation Stage Statutory Framework. The PFA certificate will be reviewed every 3 years.

## **11. Version History**

This is version four of First Bridge Education First Aid Policy. This policy will be reviewed annually by the General Manager/Principal

## **12. Links to Legislation and Guidance**



Document	Location
Early Years Foundation Stage Statutory Framework	<a href="https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education">https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education</a>
Département of Education on First Aid in Schools	<a href="https://www.gov.uk/government/publications/first-aid-in-schools">https://www.gov.uk/government/publications/first-aid-in-schools</a>
Département of Education on Health and Safety in Schools	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools</a>
Health and Safety Executive on Incident Reporting in Schools	<a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a>
The Health and Safety (First Aid) Regulations 1981	<a href="https://www.legislation.gov.uk/ukxi/1981/917/regulation/3/made">https://www.legislation.gov.uk/ukxi/1981/917/regulation/3/made</a>
The Management of Health and Safety at Work Regulations 1992	<a href="https://www.legislation.gov.uk/ukxi/1992/2051/regulation/3/made">https://www.legislation.gov.uk/ukxi/1992/2051/regulation/3/made</a>
The Management of Health and Safety at Work Regulations 1999	<a href="https://www.legislation.gov.uk/ukxi/1999/3242/contents/made">https://www.legislation.gov.uk/ukxi/1999/3242/contents/made</a>
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	<a href="https://www.legislation.gov.uk/ukxi/2013/1471/schedule/1/paragraph/1/made">https://www.legislation.gov.uk/ukxi/2013/1471/schedule/1/paragraph/1/made</a>
Social Security (Claims and Payments) Regulations 1979	<a href="https://www.legislation.gov.uk/ukxi/1979/628">https://www.legislation.gov.uk/ukxi/1979/628</a>
The Education (Independent School Standards) Regulations 2014	<a href="https://www.legislation.gov.uk/ukxi/2014/3283/schedule/made">https://www.legislation.gov.uk/ukxi/2014/3283/schedule/made</a>

## 13. Related Policies

Safeguarding Policy
Health and Safety Policy
Risk Assessment Policy
Medical Needs and Medicines Policy
Incident and Accident Policy