

# Walthamstow Montessori School

## First Aid Policy

### INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors, along with the procedures in place to meet that responsibility.

### AIMS AND OBJECTIVES

- To identify the first aid needs of the School in line with current legislation
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Schools together with details of any first aid treatment given
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- To ensure that any notifiable accidents that occur in the Early Years are reported to Ofsted (as soon as practicable, but in any case within 14 days) and also to the local child protection agency if required

## ROLES AND RESPONSIBILITIES

The Principal and Head of School are responsible for the health and safety of the staff and anyone else on the premises. This includes the Teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment

The Principal and Head of School are responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The First Aider must have completed and updated a training course and hold a valid certificate of competence, issued by an organisation approved by the HSE.

This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is summoned.

In selecting first aiders, the Principal and Head of School should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first aider must be able to leave to go immediately to an emergency

The Appointed Person need not be a First Aider, but should have undertaken a

one day emergency first aid training course. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g.; restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

## PROVISION

The Principal and Head of School will consider the findings of the risk assessment in deciding on the number of first aid personnel required. WMS is a low risk environment, but the Head and Principal will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g.; clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on school premises.

### **First aiders**

The recommended number of certified first aiders is one per 100 pupils/staff.

### **Appointed person**

The School will appoint at least one Appointed Person per key stage. In addition, all teachers will be Appointed Persons.

### **Qualifications and Training**

In addition to the training for First Aiders and Appointed persons, specialist training in first aid for children will be arranged in a three-year cycle.

### **First aid materials, equipment and facilities**

The Heads must ensure that the appropriate number of first aid containers according to the risk assessment of the sites are available.

See HSE guidelines on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background
- First aid containers must accompany PE teachers off-site
- First aid containers should be kept near to hand washing facilities
- Spare stock should be kept in school

The following people are responsible for checking and restocking the first aid containers:

- in school, the Health and Safety Officer
- for off-site PE, a named teacher

## **Accommodation**

The Principal provides a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

## **PROCEDURES**

### **Risk assessment**

Reviews are carried out at least annually, and when circumstances alter, by the Health and Safety Officer and Head of School. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal.

### **Re-assessment of first aid provision**

As part of the Schools' annual monitoring and evaluation cycle:

- the Principal will review the Schools' first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc
- the Head of School monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Head of School monitors the emergency first aid training received by other staff and organises appropriate training/refresher courses
- the Health and Safety Officer checks the contents of the first aid boxes termly.

### **Providing information**

The Principal and Head of School will ensure that staff, parents and children are informed about the Schools' first aid arrangements.

The Health and Safety Officer will:

- provide school procedures training for new staff as part of their induction programme

- maintain a first aid file and related medical documentation
- review basic medical procedures & practices as required, in school
- give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.
- alert staff during a specific outbreak of illness in school and relay the management and procedures in place
- provide regular information and updates for parents with regard to any outbreak of illness in school.

#### Hygiene/Infection control

- Basic hygiene procedures must be followed by staff
- Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids
- Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places

#### Accidents/Incidents

- The member of staff who witnesses the accident or Appointed person will administer appropriate treatment
- An accident form is completed and parents are informed as soon as is practicable
- Parents are required to sign all accident forms
- All head bumps, however slight are reported to the parents during the school day, even if no action is required. In such cases the child must be monitored for a period. See separate Bumped-Head policy
- A copy of the WMS accident books are available for inspection

#### Reporting accidents to the Health and Safety Executive

WMS is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report

the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where there is a fatality involving either a child or visitor or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The management or organisation of a social activity
- The way a school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Certain cases of work-related disease i.e. those that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses -reportable examples:  
bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information please see  
<http://www.hse.gov.uk/riddor/index.htm>.

## RECORD KEEPING

Statutory accident records: The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

(see HSE Guidance for Incident reporting in schools 2013)

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head of School keeps records of any first aid treatment given by first aiders or appointed persons.

This includes:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Principal must have in place procedures for ensuring that parents are informed of significant incidents and the amount and timing of any non-prescribed medicines (e.g. mild analgesic) administered in school.

## MONITORING

Accident records can be used to help the Heads and Health and Safety Officers/School Nurses identify trends and areas for



improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principal carries out a regular review and analysis of accident records.

## REFERENCES

This policy has been informed by:

DfE Guidance 'First Aid for Schools' (feb 2022)

Management of Health and Safety at Work Regulations 1992 and 1999 (amended 2003 /2006), Health and Safety (First Aid) Regulations 1981 (amended 2013) and RIDDOR (2013).

See also: Health and Safety Policy  
Bumped Head Policy

This Policy was adopted on 1 March 2016

Date Reviewed: 01-09-2024

To be reviewed: 01-09-2025