



First Aid Policy

'We will enable each child to thrive personally, socially and academically, preparing them for the future by creating an environment that promotes wellbeing, encourages curiosity and celebrates individual success.'

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1. Introduction

Twickenham Preparatory School (TPS) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while pupils are in our care. This policy applies to all members of the school community including Early Years Foundation Stage (EYFS).

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the school recognises its responsibility to provide adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities. The policy has been drawn up with reference to DfE Guidance on First Aid for Schools.

2. Responsibilities

2.1. The Governing Body

Overall responsibility for health and safety matters within the school.

2.2. The Health and Safety Committee

On behalf of the Governing Body the Health & Safety Committee is responsible for ensuring:

- The development of policies including Health & Safety and First Aid
- First aid needs are assessed and addressed on a regular basis
- Sufficient numbers of suitably qualified first aiders are available at all times
- The provision of first aid services during school hours
- Appropriate first aid cover/support is available for out-of-hours and off-site activities
- Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment
- Review of accident statistics to highlight areas to concentrate on and tailor First Aid provision.

2.3. Headmaster

The headmaster is responsible for:

- Conducting a First Aid Risk Assessment
- Implementing the First Aid Policy and developing detailed procedures.

2.4. First Aid Administrators (FAA)

The school appoints two FAAs (Pre-Prep and Prep respectively). The responsibilities of an FAA include:

- The day-to-day management of the administration of First Aid within the School
- Reviewing the First Aid Risk Assessment and the First Aid Policy
- Regular checks of the First Aid Notices to ensure details are up to date
- Regular checks to ensure all first aid kits, first aid supplies and equipment are fully stocked, in date and correctly stored across the school
- Ordering supplies to restock
- Maintaining the Prep First Aid Room and Pre-Prep First Aid facility
- Checking the School's Emergency Defibrillator

- Maintaining accurate records as required and providing termly statistics to the Health & Safety Committee
- Storage of pupil medication and ensuring the medication is in date. Informing parents when medication is running low or approaching expiry dates.

2.5. Qualified First Aider

- Qualified to provide immediate first aid support with common injuries and illnesses and those arising from hazards in School
- Available for the Duty First Aider Rota during Prep Break and Prep Lunch.
- Required to complete training from a competent training provider following guidance published by the Health and Safety Executive (HSE)
- Summon emergency services or other professional medical help as required
- Record details of all treatment provided using minor injury sheet
- Record details of serious injuries by completing a Significant Incident Report.

2.6. Paediatric First Aider

All newly qualified staff working in Early Years who have completed a Level 2 and/or Level 3 qualification on or after 30 June 2016 will hold the Early Years Paediatric First Aid Qualification within three months of starting work.

A paediatric first aider will always be available in Pre-Prep during school hours.

2.7. Appointed Person

The school ensures that an appointed person is available for pupils at all times (including offsite), to take charge of first aid arrangements if required. Duties include:

- Taking charge if someone is injured or becomes ill
- Responsibility for the first aid equipment when out of normal school hours or offsite
- Summon emergency services or other professional medical help as required
- Record details of treatment provided.

2.8. Marketing & Administration Manager

Responsible for maintaining first aid training records and identifying and organising refresher training when required.

2.9. Staff

All staff responsible for pupils are required to complete basic first aid training. Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the school.

All First Aiders are fully indemnified by the school against claims of negligence, provided that they are suitably trained and are acting within the scope of their employment and within the guidelines for the administration of first aid.

3. First Aid Risk Assessment

The headmaster is responsible for conducting a First Aid Risk Assessment. The assessment considers the following points:

- Layout and location of the school
- Number of pupils, staff and visitors to the school
- Specific hazards
- Specific needs of pupils and staff
- Accident statistics
- School hours, out of hours and offsite activities.

A copy of the current First Aid Risk Assessment is located on My Compliance or available from the School Office on request.

4. First Aid Personnel

4.1. School Day

During normal school hours there will be a minimum of four Qualified First Aiders on site. (The recommendation is one Qualified First Aider for every 100 people on site).

A Qualified First Aider will always be available in Pre-Prep and the Prep Departments and at 51 High Street.

4.2. Out of Hours and Offsite Activities

First aid provision will be available for all activities that take place outside of normal school hours e.g. after school clubs, breakfast club, school events and offsite i.e. sports activities and school trips. The minimum provision will be:

- An appointed person to take charge (or support) first aid arrangements
- A suitably stocked first aid kit
- A risk assessment
- Information for staff on first aid arrangements.

A Qualified First Aider will always be present at organised offsite sports activities. This will normally be a member of the sports' department.

4.3. EYFS Trips

A Qualified Early Years Paediatric First Aider will always accompany an EYFS trip.

5. First Aid Equipment

The Prep First Aid Room and the Pre-Prep Kitchen are fully stocked with first aid supplies and kits.

5.1. First Aid Kits

Additional kits are located in the following areas of the school:

Location	Number
51 High Street (1 st Floor Kitchen)	1
School Mini-Buses	5
School Office Emergency Evacuation Bag	1

1 st Floor Prep Building (top of confidential waste bin)	1
Main Hall	1
Learning Support Office (2 nd Floor Prep Building)	1

5.1.1. Pupil Medication

All medication requests must be accompanied with the relevant permission form from parents, i.e. short-term medication, inhaler or auto-injector. When any medication has been administered, a record is made of the details.

Pupil medications are kept in the First Aid room, in an unlocked cupboard. This is so that emergency medications (e.g. inhalers and auto-injectors) can be quickly accessed if and when needed. Pupils who keep medication at school are aware of where they are kept, should they need to access them in an emergency. In such instances, pupils have been told not to remove their medication from the First Aid room and if they do administer their own medication, without anyone present, to inform a staff member that they have done so as soon as possible.

5.1.2. Offsite Activities (Sports/Trips)

First aid kits are taken on all school trips and to all organised offsite sporting activities, under the supervision of the appointed person.

5.1.3 Minibuses

All school minibuses carry a First Aid Kit.

5.2 Defibrillator

The school has a defibrillator support system for associated emergencies in the school. It is located in the Prep First Aid Room. A number of staff have been trained in its use. However, the defibrillator is designed to be used by any responsible person with or without training in an emergency. Instructions on how to use the Defibrillator are given by an automated voice, upon turning the device on.

6 First Aid Provision

6.1 Access to First Aid

Staff will be given information on the provision of first aid at their induction. This should include:

- Details of Qualified First Aiders
- Location of First Aid Kits and emergency equipment
- How to summon help in an emergency
- Procedure for dealing with accidents/injuries.

6.2 First Aid Notices

An up-to-date list of Qualified First Aiders will be displayed at various locations across all sites/buildings.

7 First Aid Training

7.1 Qualified First Aider

A Qualified First Aider must complete training provided by a competent training provider (following guidance published by the Health and Safety Executive (HSE)) and renew their training every three years.

7.2 Paediatric First Aider

A Qualified Paediatric First Aider must complete training provided by a competent training provider (following guidance published by the HSE) and renew their training every three years.

7.3 All Staff Responsible for Pupils

All staff responsible for pupils are required to complete basic first aid training every three years.

7.4 Additional Training

Additional training will be provided as/when required i.e. auto-injector training, sports first aid etc.

8 First Aid Emergency Procedure

In the event of a severe illness, injury or other emergency, the situation will be immediately assessed to ensure the child is safe. Where there is any concern that the child is likely to suffer further through movement, the child will remain where the incident took place and be made as comfortable as possible. First aid will be administered as necessary. The child's parents or guardians will be contacted immediately and the emergency services called for an ambulance if the injury is deemed to be life threatening.

Please refer to the First Aid Emergency Procedure in Appendix 1 for further details and to the First Aid Emergency Care Contacts in Appendix 2 for the 'what3words' to use when calling an ambulance and the nearest hospital details.

9 Minor Injuries

First Aid incidents (minor or significant), illnesses and medical concerns must be recorded in the 'INCIDENTS, ILLNESSES & CONCERNS' folder regardless of whether they are significant, and regardless of whether First Aid treatment has been given.

This should include:

- The date, time and place of the incident
- Name of the injured or ill individual
- Details of the injury/illness and what first aid/advice was given
- Cause of the injury/illness
- Name of the First Aider or staff member dealing with the incident.

10. Significant Injuries

Use your judgement as to whether a 'SIGNIFICANT FIRST AID INCIDENT REPORT' must also be completed, however typical examples would be for head injuries and if further medical advice / treatment outside of school may be needed.

10.1 Communication with Parents / Guardians

For all significant injuries, either parent must be called as soon as possible. If the call goes to voice mail, a message must be left with the details of why you are calling.

10.1.1 Pupils Leaving During School Hours

If a pupil is being collected for any reason, let the office know as soon as possible. If the pupil needs to visit a hospital, walk-in centre etc, Oliver and the form tutor must be made aware.

10.1.2 Significant Incident Reports

A 'SIGNIFICANT INCIDENT REPORT' must be completed for all significant injuries. During the call, make the parent aware that this report will be given to them during pick-up at the end of the school day, which includes details of the incident, together with 'NHS Head Injury Advice' on the reverse of the report.

If the child goes to an after-school club or walks home by themselves, the report must be put in the child's bag and the parent informed at the time of calling. If preferred, TPS staff members running a club can be given the report to hand over at pick-up, however external run club leaders must not be given these reports due to GDPR.

When completing the 'SIGNIFICANT INCIDENT REPORT', where the question asks about '*when*' the parent was called (i.e. time of the incident or at a later time), note the time that the call was made, who you spoke to or whether a message had to be left.

10.1.3 NHS Head Injury Advice

Make a copy of the SIGNIFICANT FIRST AID REPORT. If the incident is related to a head injury, ensure that the report sent home includes the NHS head injury advice shown on the reverse.

10.1.4 Head Injury tickers

If the incident involves a head injury, the pupil should be given a '*I have had a head injury*' sticker to wear for the rest of the day, which are kept in the 'SIGNIFICANT FIRST AID INCIDENTS' folder.

10.2 Off-site Records

If you have added details to the incidents book in a First Aid bag whilst off-site, remember to add these details in the 'INCIDENTS, ILLNESSES & CONCERNS' folder upon your return to school.

For significant incidents that take place at sports fixtures, it may be that the 'SIGNIFICANT FIRST AID REPORT' cannot be completed until the following day, however a call to the parent must still happen.

11. Staff Incidents

The HSE accident loose leaf Book B510 will be used to record first aid treatment involving all staff and other adults including visitors to the school. These forms will also be used for first aid treatment involving visiting pupils for matches etc.

Forms are located in the Prep First Aid Room and Pre-Prep Kitchen.

12. RIDDOR Reporting

Certain accidents are of a sufficiently serious nature that they must be reported to the HSE using the appropriate online report form. The form will then be submitted directly to the RIDDOR database. In normal circumstances this should be completed by the headmaster or in his absence by the Deputy Head.

For further details visit [here](#).

For a full list of reportable injuries visit [here](#).

13. Reviewing Incidents

The Health and Safety Committee review individual significant accident reports and statistics of all reports at their meetings. Those of a sufficiently serious nature are reviewed in detail to see if there are ways of preventing future similar incidents.

Appendix 1: First Aid Emergency Procedure

Immediate Response to a Significant Injury

1. Ensure the Child's Safety:

- Immediately assess the situation to ensure the child is safe and remove them from any further danger. Where there is any concern that the child is likely to suffer further through movement, the child should remain where the incident took place and be made as comfortable as possible. An indicator will be whether the child can and will move themselves without support.
- Comfort the child and remain calm to help them stay as calm as possible.
- Ensure privacy and comfort for the child, either through ensuring that they are in a private space (e.g. medical room) or remove other children from the vicinity.

2. First Aid Administration:

- Administer first aid as necessary. If a child has a suspected broken bone, try to keep the injured area as still as possible.
- For head injuries, monitor the child closely for signs of concussion or any deterioration in their condition.

3. Informing Parents or Guardians:

- Contact the child's parents or guardians immediately. Provide them with details of the incident, the child's condition and any steps already taken (e.g. calling an ambulance).
- **NOTE:** If the injury is deemed to be life threatening (e.g. breathing affected / loss of consciousness / blood loss) then the emergency services are to be called before contacting parents or guardians.

4. Calling Emergency Services:

- If the injury is serious (e.g. broken bone; head injury; severe cut requiring stitches), dial 999 or 112 for an ambulance. The call should be made by a member of staff close to the child who has suffered the injury with another adult present.
- Provide clear and concise information to the emergency operator, including the nature of the injury, the child's condition and the location of the casualty.
- The School Office staff and SLT should be informed about the incident if they are not already fully briefed.

5. Accompanying the Child to Hospital:

- A member of staff should accompany the child to the hospital if parents are not immediately available, ensuring the child is not alone during the journey. Any relevant medical information will be taken to ensure that this information is shared with the medical staff.
- Where the child is being driven by a member staff and an ambulance is not assigned to the incident, ideally a second member of staff would also make the journey.
- Where a parent or staff member takes a child to hospital, this should be either Kingston Hospital A&E or West Middlesex University Hospital A&E.

6. Follow Up:

- Later in the day, a member of SLT should contact the child's parents or guardians to establish the outcome from the medical assessment and hospital treatment and communicate this to SLT, the office staff and the child's form teacher.
- Later forms will be completed to confirm the nature of the communication with parents: when, where and how.

Appendix 2: First Aid Emergency Care Contacts

<p>'What3words' (to provide exact location when calling 999)</p> <p>Main Site: Hub: Kempton:</p>	<p>paint.stable.senses tasty.skill.line chest.trunk.ranch</p>
<p>Designated First Aiders</p>	<p>Michelle Frost - Prep Jo Fox – Pre-Prep</p>
<p>Pharmacy</p> <p>On-site pharmacist and a limited stock available of over the counter medicines and other supplies</p>	<p>Boots, 3 Station Approach, Hampton 0208 979 5559</p>
<p>Teddington Memorial Hospital</p> <p>Walk-in Centre for minor injuries and illnesses</p> <p>Open every day, 8:00am-20:00</p>	<p>Hampton Road, Teddington, TW11 0JL 0208 973 3000 On-Site Parking, although very limited parking – park on main road or surrounding side roads advisable</p>
<p>Kingston Hospital</p> <p>A&E Department</p> <p>Open every day, 24 hours</p>	<p>Galsworthy Road, Kingston, KT2 7QB 0208 546 7711 On-Site Parking</p>
<p>West Middlesex Hospital</p> <p>A&E Department</p> <p>Open every day, 24 hours</p>	<p>Twickenham Road, Isleworth, TW7 6AF 0208 560 2121 On-Site Parking</p>