

COGNITA

First Aid Policy

September 2024

UK

1 General Statement

- 1.1 The definition of First Aid is as follows:
 - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
 - Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
- 1.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.
- 1.3 The policy applies to all pupils including those pupils covered by the Statutory Frameworks for the Early Years Foundation Stage (EYFS) 2023.
- 1.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school to keep children healthy, safeguarded and protected whenever they are in our care.

2 Current Procedure

- 2.1 Our appointed person (First aid co-ordinator) undertakes and records an annual review. A first aid needs assessment (see Page 10) is carried out at least annually to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.
- 2.2 Our first aid needs assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as life-threatening allergy, asthma, diabetes and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential, overseas and adventurous trips which always include a suitably trained first aider and a member of staff trained in the administration of medicine, in keeping with our Educational Visits policy.
- 2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4 We ensure that first aid provision is always available, including out of school trips, during PE, and at all other times when the school facilities are used.
- 2.5 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker (accident reporting software tool) or a written record where Medical Tracker is not available. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid.

3 First Aid Training

- 3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:
- Reliability, communication and disposition,
 - Aptitude and ability to absorb new knowledge and learn new skills,
 - Ability to cope with stressful and physically demanding emergency procedures,
 - Normal duties are such that they may be left to go immediately and rapidly to an emergency
 - The need to maintain normal operations with minimum disruption to teaching and learning.

- 3.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either:

First Aid at work (FAW, 3 days or 18 hours) or
Emergency First Aid at work (EFAW, 1 day or 4-6 hours) or
Paediatric First Aid (PFA, 2-day face to face or blended) or
Emergency Paediatric First Aid (EPFA, 1 day or 4-6 hours).

EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate.

In relation to the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) 2021.

- 3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up to date, although we are aware that this is not mandatory. Online annual refresher training is available on My Cognita.

4 Key Personnel

First aid co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	Yvonne Norman
Responsible for maintaining First Aid Training Matrix/Log	Yvonne Norman
Responsible for RIDDOR submissions to HSE	Bennett Radomsky
The following staff have completed a recognised training course in FAW	See Appendix 1
The following staff have completed a recognised training course in EFAW	See Appendix 1
The following staff have completed a recognised training course in EPFA	See Appendix 1
The following staff have completed a 2-day Paediatric course in first aid (EYFS requirement)	See Appendix 1

5 Contents of our First Aid Box

- 5.1 Our minimum provision, as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.
- 5.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives:-
- a leaflet giving general guidance on First Aid e.g. HSE leaflet 'Basic advice on First Aid at work' (INDG347).
 - Disposable gloves x3 pairs
 - Cleansing/ Antibacterial wipes x10
 - Normal saline for irrigation x3
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - Sterile eye pads x2
 - Finger bandage x2
 - 2 individually wrapped triangular bandages (preferably sterile);
 - safety pins x6
 - Small (approximately 4cm x 4cm) individually wrapped sterile unmedicated wound dressings x2
 - Medium (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings x2
 - Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings x2
 - Scissors x1 pair
 - Microporous tape x1
 - Ice pack x2
 - Sick bag x2
 - Medical tracker incident reporting forms

- 5.3 The First Aid coordinator is responsible for examining the contents of the first aid boxes. These are checked at least termly and restocked as soon as possible after use. Details of these checks are recorded. Extra stock is held within the school and items discarded safely after the expiry date has passed. We do not keep tablets, creams or medicines in the first aid box.
- 5.4 Our first aid boxes are kept in the following places: See Appendix 2
- 5.5 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.
- 5.6 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation and wash hands before and after every procedure. They also ensure that any waste products are disposed of in a yellow clinical waste bag or box in line with procedures in 5.5.
- 5.7 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.
- 5.8 We ensure that any third party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

6 Early Years

- 6.1 The Statutory Framework for the Early Years Foundation Stage (2023) is mandatory. In accordance with this, we ensure that at least one person with a current Paediatric First Aid (PFA) certificate is on our premises at all times, when pupils are present and accompanies children on outings. All new nursery and pre-school staff within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a paediatric first aid certificate before they can be included in the statutory staff : child ratios in the early year's settings. All paediatric first aid certificates will be displayed in the Early Years areas.
- 6.2 No offsite activities from school are undertaken without the presence of at least one person with a current paediatric first aid qualification (PFA).
- 6.3 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker or a written record where Medical Tracker is not available. We must inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid.
- 6.4 We know that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 14 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.

- 6.5 We must notify our local child protection agency (Kensington & Chelsea) of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.
- 6.6 Prescription medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist and we have a clear procedure for managing this. Medicine (both prescription and non-prescription must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

7 Recording Accidents and First Aid Treatment

- 7.1 Pupils will inform their teacher or nearest staff member, or fellow pupils, when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or is feeling unwell.
- 7.2 All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid. An accident investigation may be required so that lessons are learnt, and actions taken to prevent reoccurrence. A Serious Incident Reporting Form may require completion for any serious accident, incident or occurrence.
- 7.3 Any first aid treatment is recorded by the person who administered first aid. We will record the date, time and the environment in which the accident or injury occurred. Details of the injury and what first aid was administered, along with what happened afterwards is always recorded.
- 7.4 The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 7.5 We adopt the definition of Ofsted with regard to serious injuries (2022) as follows:-
- Anything that requires resuscitation
 - Admittance to hospital for more than 24hours
 - A broken bone or fracture
 - Dislocation of any major joint, such as the shoulder, knee, hip or elbow
 - Any loss of consciousness
 - Severe breathing difficulties, including asphyxia
 - Anything leading to hypothermia or heat-induced illness
 - Any loss of sight, whether temporary or permanent; any penetrating injury to an eye and a chemical or hot metal burn to the eye
 - Injury due to absorption of any substance by inhalation, ingestion or through the skin
 - Injury due to an electrical shock or electrical burn
 - Injury where there is reason to believe it resulted from exposure to a harmful substance, a biological agent, a toxin or an infected material
- 7.6 We adopt the definition from Ofsted for minor injuries (2022), of which we always keep a record, as follows:
- Animal and insect bites, such as a bee sting that does not cause an allergic reaction

- Sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- Cuts and grazes
- Minor burns and scalds
- Dislocation of minor joints, such as a finger or toe
- Wound infections

7.7 We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) for the reporting of serious and dangerous accidents and incidents in school. These include work-related and reportable injuries to visitors as well as certain accidents, diseases and dangerous occurrence arising out of or in connection with work. Where accidents result in an employee being away from work or unable to perform their normal duties for more than seven consecutive days because of their accident a RIDDOR report is required. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

8 Recording Incidents and Near Misses

8.1 We record any near misses which are occurrences where no-one has been harmed and no first aid was administered but have the potential to cause injury or ill health. We record any incidents that occur on the premises, and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

9 Hospital Treatment

- 9.1 If a pupil has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:
- calling an ambulance for the pupil to receive treatment; or
 - taking the pupil to an Accident and Emergency department
 - and in either event immediately notifying the pupils parent/carer
- 9.2 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives or accompany pupil to hospital by ambulance if required.
- 9.3 Where it is decided that pupil should be taken to A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.
- 9.4 Where a pupil must be taken to hospital by 2 members of staff they should be taken in a taxi or school vehicle and not use their own car.

10 Prescription and Non-Prescription Medication

- 10.1 Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose.
- 10.2 Medicine (both prescription and non-prescription) must only be administered to a pupil where written permission for that particular medicine has been obtained from the child's parent and/or carer.

- 10.3 Medicine containing aspirin or ibuprofen **will not** be administered to any pupil unless prescribed by a doctor for that pupil. Ibuprofen is usually used for the treatment of mild to moderate acute pain and usually only for short term use. It is usually given every 8 hours and so for most children this can be administered at home before and after school.
- 10.4 We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events.
- 10.5 If pupils are to self-medicate in school on a regular basis, then a self-medicator's risk assessment form will be carried out.
- 10.6 For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication they need in school and who will administer it to them on a regular/daily basis. Refer to Pupil Health & Wellbeing Policy for further guidance.
- 10.7 Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask their GP to prescribe an antibiotic which can be given outside of school hours, where possible. If however, this is not possible then please refer to the Storage of Medicine paragraph.
- 10.8 This school keeps an accurate record on Medical Tracker of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, date and time are recorded as well as details of the medication given. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.
- 10.9 All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training. The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 10.10 For members of staff only and not pupils, Aspirin tablets will be held at the school in line with the 11th Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the medical room.

11 Storage of Medication

- 11.1 Medicines are always securely stored in accordance with individual product instructions, paying note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- 11.2 We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 11.3 All medicines shall be received and stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

- 11.4 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container within a locked cupboard and only named staff will have access. Controlled drugs must be counted in/out and witnessed if they are not administered by a qualified nurse or practitioner. The Controlled Drug Recording Book must be signed by two people with at least one being the First Aid Coordinator and the records must indicate the amount of remaining medication.
- 11.5 Parents should collect all medicines belonging to their child at the end of the school day. They are responsible for ensuring that any date-expired medication is collected from the school. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents do not pick up out-of-date medication or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 11.6 We will keep medicines securely locked away and only named staff will have access, apart from Adrenaline Auto-injectors (AAIs), Asthma inhalers and Diabetes 'hypo' kits which need to be with or near pupils who need them. Three times a year the First Aid Coordinator/School Nurse will check the expiry dates for all medication stored at school and the details will be stored on Medical Tracker.
- 11.7 Sharps boxes are used for the disposal of needles. All sharps' boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged by the school biannually.

12 Defibrillators (AED)

- 12.1 The school has one defibrillator located under the desk in the school reception area.
- 12.2 The defibrillator is always accessible, and staff are aware of the location and those staff who have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are available to staff and use promoted should the need arise.
- 12.3 The First Aid Coordinator is responsible for checking the AED termly, recording these checks and replacing any out-of-date items.

13 Monitoring and Evaluation

- 13.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting on a termly basis. Our policy will be reviewed annually or with significant change. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these meetings are submitted in a timely fashion to the Head of Health & Safety – Europe. The Head of Health & Safety will report to the Cognita Europe H&S Assurance Board.
- 13.2 Reports may be provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks and lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.

First Aid Policy

Ownership and consultation	
Document sponsor	Head of Health & Safety - Europe
Document author	Consultant Nurse Europe
Consultation & Specialist advice	

Document application and publication	
England	Yes
Wales	Yes
Spain	No
Switzerland	No
Italy	No

Version control	
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Next review date	June 2025

Related documentation	
Related documentation	Health and Safety Policy Pupil Health and Wellbeing Policy Educational Visits Policy and Guidance Safeguarding Policy: Child Protection Procedures Safeguarding: Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Prevention and control of Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)

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Appendix 1 – First Aiders

Name	Role	Course	Date of Training	Date Certificate Expires
Marie Noelle Anayan	TA	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Hina Azhar	EY Keyworker	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Bea Barclay	TA			
Gillian Bates	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Grace Bowling	Classteacher			
Isabelle Brodner	French Teacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Rachel Carlish	Head of Pre-Prep	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Harry Chambers	Classteacher	Paediatric First Aid – 12 hours	1/09/2022	1/09/2025
Regis Cochefert	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Fabien Corneille	TA	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Chris Cripps	Deputy Head	Emergency First Aid at Work	26/04/2024	26/04/2027
Freda Donkoh	TA	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Luke Dunn	PE	Emergency First Aid at Work	26/04/2024	26/04/2027
Natasha Elgemal	EYFS Keyworker	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Gordana Figliuolo	EYFS Keyworker	Paediatric First Aid – 12 hours		
James Fowler	Drama Teacher			
Lois Gaffney	Headteacher	Emergency First Aid at Work	26/04/2024	26/04/2027
Bertie Graham	Head of Maths			
Ethan Grant	PE Graduate			
Joyce Greenfield	TA	Paediatric First Aid – 12 hours	20/09/2024	20/09/2027
Emily Hazenberg	Classteacher	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Charlotte Hoather	Director of Music	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Ella Hodgkinson	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Jessica Jackson	Admissions Manager			
Calypso Jannel	French Teacher			
Daniela Johansson	English Teacher			
Paul Keefe	Caretaker	Emergency First Aid at Work	29/10/2024	
Mathew Long	Classteacher			
Charles MacKeith	Spanish Teacher	Paediatric First Aid – 12 hours	20/09/2024	20/09/2027
Alex Middleton	Classteacher	Paediatric First Aid – 12 hours	1/09/2022	1/09/2025
Laura Molinos	Nursery Manager	Paediatric First Aid – 12 hours	8/05/2024	8/05/2027
Alaine Nabarrow	Science Teacher			
Chiedo Nkwocha	HLTA	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Doug Napolitano-Cremis	Head of Science/ Curriculum Innovation	Paediatric First Aid – 12 hours	1/09/2022	1/09/2025
Russell van Niekerk	Science Teacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026

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Scott Newman	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Sandra Noble	Head of EAL	Paediatric First Aid – 12 hours	31/08/2022	31/08/2025
Yvonne Norman	Head of Inclusion	Paediatric First Aid – 12 hours	20/09/2024	20/09/2027
Lavinia Peel	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Eleanor Perry	Head's PA	Emergency First Aid at Work	26/04/2024	26/04/2027
Olivia Pope	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Abigail Purcell	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Robyn Quinlan	Maths Teacher			
Bennett Radomsky	Facilities Manager	Emergency First Aid at Work	31/07/2023	31/07/2026
Stefanie Ross	Head of ICT	Paediatric First Aid – 12 hours	26/04/2024	26/04/2027
Farah Rousan	Maths Teacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Sheila Sanderson	TA	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Juliana Teggi	Classteacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Tina Verma	Head of Languages			
Ed Walker	Classteacher			
Julia Walker	Compliance Officer	Emergency First Aid at Work	26/04/2024	26/04/2027
Ben Watkins	Humanities Teacher			
Adam Wilkinson	PE Teacher	Paediatric First Aid – 12 hours	20/09/2024	20/09/2027
Gary White	Head of English	Paediatric First Aid – 12 hours	1/09/2022	1/09/2025
Sylvie Withycombe	PE Teacher	Paediatric First Aid – 12 hours	31/08/2023	31/08/2026
Dan Wood	Head of PE	Paediatric First Aid – 12 hours	20/09/2024	20/09/2027
Posy Wood	Classteacher			

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Appendix 2 – First Aid Box locations

PE – Kit 1(Taken off site)
PE – kit 2(Taken off site)
PE – kit 3(Taken off site)
PE – kit 4 (Remains in PE Office)
Facilities office 11B3
Kitchen 12B0
Servery 12B6
Large dining room 13B5
Main Reception 10G7
Pre- Nursery 10G3
Wooden hall 11G8
Nursery 12G9
First aid room 12G4
13G2
13G4B
Trip Kit 1
Trip Kit 2
Trip Kit 3
Art Room 1312
Head's Office 1115
Year 2 Classroom 1326
1018
Makerspace 1211
Cookery Room 1319
1124
1031
Science Practical 1123
Science Practical: Years 5 - 8
Staff room 1134
Music Room 11
1232
1222
1044
1149 (Office)
Marketing Office 1241
1033
Facilities Office