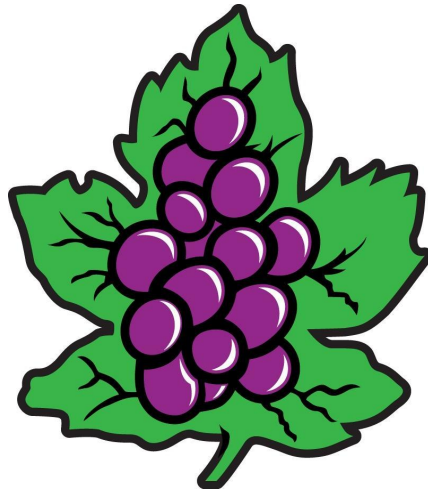


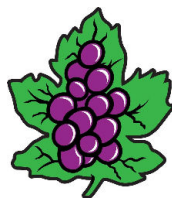


FIRST AID POLICY

Kerem School

Approved by:	Safeguarding and Wellbeing Committee	Written: November 2017
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Last reviewed on:	August 2026	Next review due: August 2027
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KEREM SCHOOL

(This policy also applies to the Early Years Foundation Stage)

FIRST AID POLICY

1. Provision of First Aid

The Appointed Person is the person who takes charge in the event that a pupil or staff member is involved in an accident or becomes ill. The School Administrator undertakes this role at Kerem School (Norrice Lea site) and the Early Years Lead at the Kerem Early Years Unit. If the Early Years Lead is not available, the Nursery teacher will take on the role

The Appointed Person (Karen Globe/Nicole Craig) will ensure that:-

- (a) All First Aid boxes contain adequate and up-to-date contents and are marked with a white cross on a green background. Contents as advised by First Aid Trainers.
 - (b) In the event of an accident or illness that an ambulance or other professional help is required this will be summoned
 - (c) The Nominated First Aiders will be trained in the provision of First Aid every 3 years.
 - (d) Early Years staff will have Paediatric First Aid training every 3 years.
 - (e) All teachers will have a basic knowledge of First Aid and receive Paediatric First Aid training.
 - (f) A portable First Aid kit accompanies all offsite activities.
 - (g) There are up-to-date health plans for each child with a specific medical condition and staff are aware of the medication and treatment needed. (See Administration of Medicines Policy)
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- In Kerem School, Norrice Lea site, First Aid boxes are provided in the dining room, the office and the outdoor sports cupboard.
 - In Kerem Early Years Unit, First Aid boxes are provided in both the upstairs and downstairs toilets.
 - At the EYU, all staff have Paediatric First Aid training, and all other staff will have been trained in basic First Aid.
 - The Nominated First Aider at Kerem School (Norrice Lea premises) is currently Karen Globe. At the Kerem Early Years Unit, Bonnie Bloom is the nominated First Aider,
 - Miss Cowen has full training and all of the members of staff at the EYU are trained in paediatric first aid (see Appendix 2).
 - Other staff may become Nominated First Aiders upon completion of appropriate training and award of a First Aid certificate.
 - There will always be at least one qualified first aid (paediatric in EYFS) on each school site, whenever children are present.

2. Emergency Procedures

2.1 Illness or Accident

If anyone should become ill or suffer injury, the procedures below should be followed.

- (a) First Aid should be rendered wherever possible by a First Aider. **(See Appendix 1 for a list of first aiders)** Therefore, a First Aider should be immediately summoned in the event that someone becomes ill or suffers an injury. The patient should be given all possible reassurances, and if necessary, removed from danger.
- (b) The First Aid posts are the Dining Room, the office in Kerem School and the office in Kerem Early Years Unit. However, it may be necessary to administer First Aid at the location of the person requiring it. In an emergency, if the person requiring First Aid needs to lie down, the School Medical room (located downstairs in the female cloakroom) is used. **See Appendix 2.** Careful hygiene procedures are in place for dealing with the spillage of bodily fluids. The area is sealed off quickly to avoid contamination, and the caretaker is informed as soon as possible to remove any spillage on the floor. Gloves are worn when disposing of bloody or soiled tissues. These are then disposed of through a double-bagging system and placed in a sanitised box near the Medical Room.
- (c) If an ambulance is required, the emergency “999” service should be used. Hatzola (number on office phones) should be contacted first, as their response is usually faster. If the Appointed Person decides that calling an ambulance is not appropriate, then she will make contact with the pupil’s parent to pick the pupil up from the school premises.
- (d) As soon as possible after the incident, every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office on both sites. The Head Teacher will investigate all accidents that require an entry to be made in the Accident Book and will report periodically to the Vice Chairman of Governors.
- (e) An accident report must be completed in the Accident Book in the school office for accidents or incidents requiring an ambulance to be called, whether for employees, pupils, or members of the public. Where necessary, the accident/incident should be reported in accordance with RIDDOR requirements. **(See Appendix 3** for classification of serious/major injuries requiring reporting for RIDDOR). All records will be kept for three years after the date of an incident.
- (f) A central record will be kept of all instances where First Aid has been given to staff, pupils or visitors by either Nominated First Aiders or the Appointed Person.
- (g) All pupils with identified specific medical needs must have an Individual Health Plan in accordance with the administration of Medicines policy. The School will be responsible for following the procedures set down in a pupil’s Individual Health Plan.
- (h) Medical records shall be kept in the School offices.

Appendix 4 gives clear instructions on Kerem’s accident reporting procedure and should be followed.

APPENDIX 1 - List of first aiders

This is the current list of first aiders.

These people will need to renew their training this academic year

	Name	Training	Date of training	Date of renewal
1	Aimee Berkovi	Paediatric First Aid	October 2025	October 2028
2	Bonnie Bloom	Paediatric First Aid	December 2025	December 2028
3	Laura Boyask	Paediatric First Aid	January 2024	January 2027
4	Tracey Cowen	Paediatric First Aid	April 2025	April 2028
5	Julia Dagul	Paediatric First Aid	April 2025	April 2028
6	Sabiha Dalwai	Paediatric First Aid	January 2024	January 2027
7	Cassie Daniels	Paediatric First Aid	January 2024	January 2027
8	Karen Globe	Paediatric First Aid Emergency First Aid at Work	October 2025 June 2024	October 2028 June 2027
9	Danielle Goldman	Paediatric First Aid	April 2024	April 2027
10	Neta Gologorsky	Paediatric First Aid	October 2025	October 2028
11	Magda Jungbacke	Paediatric First Aid	April 2025	April 2028
12	Sarah LeFort	Paediatric First Aid	April 2025	April 2028
13	Harry Mackinnon	Paediatric First Aid	April 2025	April 2028
14	Louise Mansoor	Paediatric First Aid	January 2024	January 2027
15	Wendy Molina	Paediatric First Aid	January 2024	January 2027
16	Linda Myer	Paediatric First Aid	October 2025	October 2028
17	Seema Noori	Paediatric First Aid	January 2024	January 2027
18	Doron Portnoi	Paediatric First Aid	April 2025	April 2028
19	Penina Prais	Paediatric First Aid	October 2025	October 2028
20	Kelly Ranson	Paediatric First Aid	January 2024	January 2027
21	Annabel Rose	Paediatric First Aid	October 2025	October 2028
22	Sari Rubin	Paediatric First Aid	January 2024	January 2027
23	Avital Sharman	Paediatric First Aid	October 2025	October 2028
24	Naomi Simon	Paediatric First Aid	January 2024	January 2027
25	Rosie Simon	Paediatric First Aid	January 2024	January 2027

26	Jonathan Sumroy	Paediatric First Aid	October 2024	October 2027
27	Alexa Tapper	Paediatric First Aid	April 2025	April 2028
28	Elise Tapper	Paediatric First Aid	January 2024	January 2027
29	Antony Wardrop	Paediatric First Aid	January 2024	January 2027

Appendix 2 - The School Medical Room

- The school medical room is located on the ground floor, within the ladies' cloakroom.
- In the medical room, there is a first aid box, a bed, a blanket and a pillow. As well as medical supplies, in the medical box there are drinking cups, disposable gloves and bags for disposing of soiled items. The key to the box is attached to a brown fob and is stored on top of the medical box.
- There is access to a sink with drinking water and toilets within the cloakroom area.
- Should a pupil need to use the medical room, they will be accompanied by 2 members of staff who will remain with them throughout the duration of their time in the medical room. They should take a walkie-talkie from the office so that they can maintain communication with other school staff.
- Should a pupil need to use the medical room, there will not be access to the ladies' toilet. A sign (which is stored behind the medical box) should be placed on the outside of the door, redirecting ladies to an alternative facility.

Appendix 3

Definition of Major Injury Accidents

The following accidents must be reported to the HSE as quickly as possible. A report must also be sent within 15 days using the HSE's website at www.hse.gov.uk/riddor/reportable-incidents.htm. The Incident Contact Centre (ICC) is open from 8.30 to 5.00 Monday to Friday on 0845 300 9923.

- 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:
 - o covers more than 10% of the body
 - o 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:
 - o leads to hypothermia or heat-induced illness
 - o requires resuscitation or admittance to hospital for more than 24 hours

Injuries that lead to a person being incapacitated (absent, or unable to do their normal work, which he or she would reasonably be expected to do) for over seven consecutive days (starting the day after the accident and including weekends and rest days) must also be reported to HSE. The report must be made within 15 days of the accident.

Appendix 4: A-Z OF FIRST AID PROCEDURES

Accidents

Accidents to staff or pupils who require first aid should be reported and an accident report in the Accident Book completed. Serious playground accidents etc are recorded in the incident book by whoever treats the pupils.

Asthma Management

Children with Asthma are encouraged to keep their asthma reliever inhalers in school. Pupils must take asthma inhalers to sports lessons if needed and also on any outings. Where grass may exacerbate asthma, due care should be taken in the Field School, during games in the park and on outings

Classroom illness/injury

All injuries or illnesses that occur during class time will be monitored by the classroom teacher and, if necessary, referred to Mrs Globe for First Aid. When students in the class require First Aid, the classroom teacher will initially treat the child, and if necessary or if there is a head injury, they will be sent to the office. Serious injuries or illnesses are assessed by suitably qualified staff. If necessary, a parent of an ill child or, in a parent's absence, an 'emergency contact' will be contacted and asked to take the child home. The child is signed out of school in the register.

Educational Visits

Field trips and visits from school require careful planning. (See Educational Visits Policy). Staff leading visits should always take with:-

- a list of pupils in the party
- home phone numbers of pupils
- a basic first-aid kit
- a mobile telephone.
- Asthma relieving inhalers where required
- Epi pens, where required

Emergencies - Illness or Accident

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed.

- First Aid should be administered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and if necessary, removed from danger.

- The First Aid post is in the school office. Mrs Globe is a trained First Aider. If circumstances necessitate it, Mrs Globe should be summoned immediately to tend to the patient. Staff throughout the school have received training in basic First Aid to enable them to deal with situations in the playground and on educational visits.
- Transport to the hospital. If an ambulance is required, the emergency “999” or “112” service should be used. Hatzola (0300 999 4 999) should then be contacted. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. Where possible, contact should be made with a parent to take the child to hospital. These will be cases of a less severe nature than those requiring transport by ambulance. No casualty should be allowed to travel to hospital unaccompanied.
- Accident Book. As soon as possible after the incident, every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office. The Head may need to investigate the accident further and may report to the Governors. An accident report must be completed for all major accidents (to employees, pupils, and members of the public) in the Accident Book in the school office, and an entry must be made in the incident register, which is held in the school office for minor injuries. (See ‘Major Injury Accidents and Conditions’ on next page for classification of serious/major injuries)
- All pupils with identified specific medical needs must have a written treatment plan. A protocol must be signed by parents on entry to the school (or as soon as a condition is identified) – See Appendix 2. First Aid equipment for each pupil is in their classroom and the office. There are clear instructions for each pupil. These should be displayed clearly as should the location of the medicine.

First Aid

Children at Kerem School needing first aid or medical attention will initially treat the child and if necessary, or if there is a head injury they will be sent to the office. At the EYU all staff are qualified to administer paediatric first-aid.

First Aid Equipment

First aid boxes are provided in the office, classrooms, the dining room and the outdoor sports cupboard, and a small kit is in each classroom. The EYU first aid boxes are located in the downstairs toilet and the upstairs large toilet.

Medical Information

On entry to school, medical information is required to assist staff in their duty of care. The onus is upon the parent/guardian to ensure that medical information including emergency contacts is accurate and up-to-date. These include asthma management plans, allergies, particularly those requiring potential use of an adrenaline autoinjector (EpiPen) and any individual Health plans.

Medication

The school acknowledges that certain students may require prescribed medication during the school day. No medication will be administered to children without the expressed written permission of the parents/guardians. A medication proforma is to be completed and returned to the school office each time medication is to be administered. These forms are available upon request from the office in the main school and Mrs Craig in the EYU.

Medication is to be stored in the fridge or medical cabinets clearly labelled. Medication cannot be stored in the child's bag or within the classroom (except asthma inhalers). Parents/guardians are able to come to school and administer medication to their child. This should be arranged with the office staff and class teacher.

Playground Accidents

Staff on playground duty should have a First Aid kit with them. If there is a serious injury the teacher will summon help from the office or, if necessary, the security guard.

Serious injury/illness

Serious injuries or illness will be assessed by suitably qualified staff. In the case of a serious accident, the parent/guardian, or in their absence an 'emergency contact' will be contacted as soon as possible. The immediate action to be taken will be decided by the Head Teacher, Deputy or delegate. All staff members have the authority to call an ambulance immediately in an emergency.

Parents/guardians of ill children or, in their absence, 'emergency contacts' will be contacted to take the child home or to hospital.

All staff need to be aware of pupils with serious allergies who might require adrenaline autoinjectors eg Epipens. Information about these pupils is displayed in the office, Dining Room, Staff Room and classrooms.

Treatment of Injury

Cuts and abrasions are treated with water/antiseptic wipes only and covered with normal plasters if needed. Antiseptics and creams will not be used.

Regular plasters/adhesive tapes will be used on a child unless parents/guardians indicate on the medical register that other adhesive dressings should be used.

Ice will be used on injuries, where needed. It will be applied for short periods of time to the site of the pain. A cold compress will be applied to minor head/facial injuries.

Major Injury Accidents and Conditions

These are defined as follows:-

- Extreme loss of blood (including prolonged loss of blood from a nosebleed).
- fracture of the skull, spine or pelvis

- fracture of any bone in the arm, wrist, leg or ankle (but excluding a bone in the hand or foot)
- amputation of a hand or foot
- amputation of a finger, thumb or toe, or any part of these if the bone/joint is completely severed
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye,
- either injury (including burns requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact. (This therefore includes cases where a person is injured by arcing or flashover without actually touching live equipment)
- loss of consciousness resulting from lack of oxygen
- any acute illness requiring medical treatment, plus any loss of consciousness resulting (in either case) from the absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- Any other injury which results in the injured person being admitted immediately into hospital for more than 24 hours.