

First Aid Policy



Approved by: SLT

Date: 6.12.22

Last reviewed on: Dec 2022

Next review due by: Dec 2023

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors 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. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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 state 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 require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed First Aiders

The school's appointed Principal First Aiders are: **Gemma Willis** and **Julie Wells**. They 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

First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- 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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's Principal First Aiders and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.1 Ascend Learning Trust (ALT) Trustees

The Ascend Learning Trust Trustees have ultimate responsibility for health and safety matters in the school, , but delegates responsibility for the strategic management of such matters to the school's governing board.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained First Aid personnel are present in the school at all times
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that leaders 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 (see section 6)

3.2 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Completing accident reports (see appendix 2) for all incidents they attend to where a First Aider is not called
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- 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 – in the first instance this will be the Principal FirstAider
- 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 scene until help arrives
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents
- If emergency services are called, the First Aider, will contact parents immediately or arrange contact via another member of staff
- The First Aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:

-A leaflet giving general advice on first aid
 -6 individually wrapped sterile adhesive dressings
 -1 large sterile unmedicated dressing
 -2 triangular bandages – individually wrapped and preferably sterile
 -2 safety pins
 -1individually wrapped moist cleansing wipes
 -2 pairs of disposable gloves

- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle

is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the member of staff leading the activity prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one member of staff with Basic First Aid training on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Emergency thermal blanket
- Resuscitation face shield

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The Link Alternative Provision
- Student Support Office
- PE Office
- Maths – 2W8/3W4
- Cleaners Cupboard (West Manor & East Manor)
- Learning Support Centre – 1E11
- Design Technology – 1E14/1E17/1E18
- DART next to 2E2
- English – 1E6
- Main Office
- Library
- Science Prep Room
- School minibuses

6. Record-keeping and reporting

6.1 First Aid and accident record book

- An accident form will be completed by the Principal First Aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Principal First Aider
- Records held in the first aid and accident book will be retained by the school for 40 years as advised by the school's insurers, and then securely disposed of.

6.2 Reporting to the HSE

The Principal First Aiders will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal First Aider will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Death

Specified injuries, which are:

- 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 covers more than 10% of the whole body's total surface: or
- Causes significant damage to the eyes, respiratory system or other vital organs

Any scalding requiring hospital treatment

Any loss of consciousness caused by head injury or asphyxia

Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires 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 Principal First Aider will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

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 the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Where an accident leads to someone being taken to hospital

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and 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 substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All school staff are able to undertake first aid training if they would like to.

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the Assistant HT Personalised Learning every year.

At every review, the policy will be approved by the Senior Leadership Team

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Administration of Medications Policy

Principal First Aiders



Mrs G Willis & Mrs J Wells

based in Student Services

For emergency First Aid the contact number is:

755 / 07923 480294

First Aid Boxes

West Manor:

- Student Support Centre
- PE office
- Maths – 2W8/3W4
- Cleaning Staff
- Maths – 2W8

East Manor:

- Learning Support Centre - 1E11
- DT – 1E14/1E17/1E18
- DART next to 2E2
- English 1E6
- Cleaning staff
- MFL Staffroom

Central Manor:

- Main Office
- Library
- Science Prep room

Qualified First Aiders



Mr Horan
747



Mrs Rani
768



Miss Dixon



Mr Stacey
720



Miss Ahmadi
722



Mrs Freese
739



Mr Smith
741



Miss Hegarty
748



Mr Bull
739

Appendix 2: accident report form

| Accident/ Incident Report Form | | | | | | | | | |
|---|-------|------------|--------|--------------|---------------------------|--|-----------|-----|----|
| Accident & Incident Form To be completed by the injured person, other person on their behalf, other person in charge at the time of the event, attending first aider or witness to a near miss event. Please print clearly and complete all relevant fields of the report form. | | | | | | | Accident | Yes | No |
| | | | | | | | Incident | Yes | No |
| | | | | | | | Near Miss | Yes | No |
| | | | | | | | RIDDOR | Yes | No |
| 1. Details of Person Injured or Affected or reporting a Near miss: | | | | | | | | | |
| Category of Person | Staff | Visitor | Public | Agency Staff | Contractor | | | | |
| Department: | | Location: | | | Job Title: | | | | |
| Forename: | | Surname: | | | | | Age: | | |
| Tel / Work No: | | | | | | | | | |
| Address: | | | | | | | | | |
| Post Code: | | Signature: | | | DATE: | | | | |
| 2. Details of person filling in this record (if different from above) | | | | | | | | | |
| Forename: | | Surname: | | | Tel/Work No: | | | | |
| Address: | | | | | Signature: | | | | |
| 3. Details of Accident / Incident/Near miss: | | | | | | | | | |
| DATE: | | Time: | | | Location: | | | | |
| Full description of accident / incident/near miss: (Please continue on a separate sheet if required) | | | | | | | | | |
| | | | | | | | | | |
| Brief details of injuries: | | | | | | | | | |
| | | | | | | | | | |
| 4. First Aid (where provided) | | | | | | | | | |
| Name of First Aider: | | | | | Signature of First Aider: | | | | |
| First Aid Given: | | | | | | | | | |
| Taken from scene of accident to hospital | | | | | YES/NO | | | | |
| 5. Witness Details: | | | | | | | | | |
| Name: | | Address: | | | Tel: | | | | |
| | | | | | | | | | |

6. I, the person named in Section 1 above, give my consent as a Union member to disclose and forward personally a copy of this form to my union representative. I understand that this can only happen if no other person is implicated on this form.

Signature:

| | |
|--|---|
| | Data Protection: The information you provide will be used to investigate the above incident / accident and will be disclosed to the Corporate Health & Safety team for the purpose of investigation so that we can review the incident / accident in order to prevent reoccurrence. |
|--|---|

7. To be completed by the line manager/supervisor or other responsible person in charge.

Authorisation Details

| | | | |
|---|--------------------------------|--|-------|
| | Accident/ Incident Report Form | | |
| | | | |
| Name of line/senior manager: _____ | | Signature: | Date: |
| Were any immediate actions required to prevent re-occurrence? | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Give details: | | | |
| Has an Accident Investigation been conducted? (If No or N/A, please state the reason below) | | | |
| | | | |
| Investigation completed by: (Please attach investigation report) | | Signature: | Date: |
| 8. Health and Safety Office Use Only | | | |
| Type of Injury | | | |
| Incident Category | | | |
| Part of the Body Affected | | | |
| Comments | | | |
| H&S Officer Name: | | Signature: | Date: |
| Date Entered onto Database: | | Initials/Signature: | |

Appendix 3: first aid training log

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE) |
|---------------------------|---|---------------|--|
| E.g. first aid | | | |
| E.g. paediatric first aid | | | |
| E.g. anaphylaxis | | | |
| | | | |
| | | | |
| | | | |