



Policy: First Aid

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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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Helen Evans, Lynda Astill, Kate Wood, Sadie Sprague, Nicola Harvey, Luan Heyworth, Karen Smart, Jimmy Martin, Hattie Grove and Amy Norris. 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 appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing body

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.

3.4 The head of school

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

- Ensuring that an appropriate number of appointed persons and or 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 managers 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)

3.5 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 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
- 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 school office or staff will contact parents immediately
- The first aider relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

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

- A leaflet with general first aid advice
- 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

No medication is kept in first aid kits.

First aid kits are stored in:

- The disabled toilet in the front entrance
- Smaller kits are available in classrooms.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider relevant member of staff 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 the school administrator or business manager.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The SBM 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 SBM/ Head of School 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.

Reportable injuries, diseases or dangerous occurrences include:

- 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- 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

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>

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the Head of School every 3 years.

At every review, the policy will be approved by the governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Managing Children with Medical Conditions and Medicines in School Policy

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE
Lynda Astill Kate Wood	HLTA
Luan Heyworth	BSC/ ASC
Sadie Sprague Nicola Harvey	Lunch Supervisors
Helen Evans Karen Smart	Support Staff

Appendix 2: accident report form



Report of an Incident / Injury / Assault to an Employee / Non-Employee

Including Verbal Intimidation and Racist Abuse

Please complete all sections of the form and use a separate form for each

incident

1. Surname: Forename(s):

Address:

Telephone Number: Age: Male ☐ Female

2. Date of incident: Time (24-hour clock e.g. 14:20)

.....

Precise address and location of incident:.....

3. Please give a full account of the incident, including acts of violence. Explain what happened and what the injured person was doing. If a fall from height, please state height. If necessary, please provide a sketch on a separate sheet.

.....

4. Details of any injuries sustained (e.g. laceration of the 1st finger on right-hand, scald to left foot, etc...)

.....
<p>5. Did the injured person become unconscious? <input type="checkbox"/> Need resuscitation? <input type="checkbox"/></p> <p>How would you describe the condition of person at the time of the incident (e.g. rational, shocked, traumatised?)</p> <p>.....</p>
<p>6. Was the injured party treated at hospital? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which hospital?</p> <p>Were they detained in hospital over 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. To whom was the incident / injury reported?</p> <p>Name:..... Position:</p>
<p>8. Names and addresses of witnesses:</p> <p>Name:..... Name:.....</p> <p>Address: Address:.....</p> <p>Tel:..... Tel:.....</p>
<p>9. Is the injured person: A Member of Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Member of the Public <input type="checkbox"/> Student <input type="checkbox"/></p> <p>Other <input type="checkbox"/> (Please specify)</p>
<p>10. If the person involved in the incident is a member of staff, please complete the following:</p> <p>Job title: (for student's state 'student')</p> <p>School:</p>
<p>11. If the person involved in the incident is NOT an employee or student, please complete the following:</p> <p>Job title:</p> <p>Employer details:</p> <p>Reason for visit to the site of the incident:</p> <p>.....</p>
<p>12. In the event of an injury has the injured person's employer / guardian or other appropriate contact been informed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who was notified?</p> <p>By whom..... Date..... Time.....</p>

13. Did the incident happen at the place where the person was authorised to be for their work?

Yes ☐ No ☐ If NO, why was the individual there?

.....

Was the person undertaking duties authorised or permitted as part of their work?

Yes ☐ No ☐ Purpose of the activity:

.....

14. Was the incident subject to police investigation? Yes ☐ No ☐

If yes, which station? Name/rank/number of the Officer
dealing.....

15. If the incident was as a result of a hazard, what immediate action has been taken to remove hazard?

.....

Time / Date of hazard removal: Removal undertaken
by.....

16. Is the accident / injury RIDDOR reportable? Yes ☐ No ☐

17. If faulty equipment / damaged property was found at the scene of the incident has this been reported?

Yes ☐ No ☐

If Yes, who was notified? By whom Date and
time.....

18. Has a copy of this form been sent to Elite Safety in Education?

Yes ☐ No ☐ If Yes, who was form sent to?

.....

19. Number of days the person involved in the incident is likely to be absent from work, including weekends:

None ☐ 7 days or less ☐ 8 days or more ☐ Return to work date (Official use only):

20. Signature of person completing this form: Signature..... Date:

.....

Name (BLOCK LETTERS): Position:

21. Monitoring: White British ☐ White Irish ☐ White Other ☐

(specify).....

White / Black Caribbean ☐ White / Black African ☐ White / Asian ☐ Mixed

Other.....

Indian ☐ Pakistani ☐ Bangladeshi ☐ Caribbean ☐ African ☐ Chinese ☐ Other

☐.....

Does the person involved in this incident consider themselves in any way disabled? Yes ☐

No ☐

PLEASE RETURN THIS FORM TO THE Head of School or SBM AS SOON AS POSSIBLE AFTER THE INCIDENT / INJURY / NEAR MISS.

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 UPDATED (WHERE APPLICABLE)
First Aid Training	Lynda Astill Kate Wood Helen Evans Sadie Sprague Nicola Harvey Luan Heyworth Karen Smart	17.12.20	
Anaphylaxis	Andrew Beveridge Prince Arora Karen Smart Sue Thompson	15.10.20	
Administering medicines	Lynda Astill Helen Evans Jenny James Sue Thompson	March '21	