



## First Aid Policy

*This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

<b>Date Adopted:</b>	
<b>Witten by:</b>	<hr/> Signature <b>KAREN GASTER</b> <hr/> Name <b>HEADTEACHER</b> <hr/> Title
<b>Approved by:</b>	<hr/> Signature <b>ANNE MARIE CARRIE</b> <hr/> Name <b>CHAIR OF GOVERNORS</b> <hr/> Title
<b>Last Review By:</b> <b>Date:</b>	
<b>Next Review Date:</b>	

*Under the Equality Act 2010 we have duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief, and sexual orientation.  
This policy has been equality impact assessed and we believe it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any employee or applicant and it helps to promote equality at this school.*

## Table of Contents

Section	Content	Page
<b>1</b>	<b>Aims</b>	<b>3</b>
<b>2</b>	<b>Legislation and guidance</b>	<b>3</b>
<b>3</b>	<b>Roles and responsibilities</b>	<b>3</b>
<b>4</b>	<b>First Aid procedures</b>	<b>4</b>
<b>5</b>	<b>First Aid equipment</b>	<b>5</b>
<b>6</b>	<b>Record-keeping and reporting</b>	<b>5</b>
<b>7</b>	<b>Training</b>	<b>6</b>
<b>8</b>	<b>Monitoring arrangements</b>	<b>6</b>
<b>9</b>	<b>Links with other policies</b>	<b>6</b>
<b>Appendix 1</b>	<b>List of [appointed person(s) for First Aid and trained First Aiders]</b>	<b>7</b>
<b>Appendix 2</b>	<b>Accident report form</b>	<b>8</b>
<b>Appendix 3</b>	<b>First Aid training log</b>	<b>11</b>

## 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 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

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided an assessment of need, has considered the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. However, the school will when fully operational, exceed this requirement by having many trained first aiders on site to assist the appointed person and regularly update training requirements when needed.

### 3.1 **Appointed person(s) and first aiders**

Below sets out the expectations of appointed persons and first aiders as set out in the 1981 First Aid Regulations and the DfE guidance listed in section 2.

The school's appointed person is **TBC**. They are responsible for:

- ✓ Taking charge when someone is injured or becomes ill.
- ✓ Ensuring that 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 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 Body has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the Headteacher and all staff members.

### **3.3 The Headteacher**

The Headteacher 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).

### **3.4 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/appointed person 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 student support team 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.

### **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 Trip Organizer and Medical Assistant prior to any educational visit that necessitates taking pupils off school premises.

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

## **5. First Aid equipment**

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

- ✓ A leaflet with general first aid advice.
- ✓ Moist Wipes.
- ✓ Sterile dressings with pad (medium).
- ✓ Sterile dressings with pad (large).

- ✓ Sterile eye pads with bandage.
- ✓ Sterile Water.
- ✓ Triangular bandages.
- ✓ Safety pins.
- ✓ Disposable gloves.
- ✓ Sterile washproof plasters .

No medication is kept in first aid kits.

First aid kits are stored in:

- ✓ Reception
- ✓ Main Kitchen (inc burns kit)
- ✓ Food Tech Room (inc burns kit)
- ✓ Staff Work Room
- ✓ Admin Office
- ✓ DT/Art Room
- ✓ Science Lab (inc burns kit)
- ✓ Sports Hall
- ✓ First Aid Room

## **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 student support team.
- ✓ Records held in the first aid and medical log will be retained by the school for a minimum of three 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 Appointed First Aider and Business Manager 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 school business manager 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 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 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 seven 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>

**6.3 Notifying parents**

The Family Liaison Team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**6.4 Reporting to Ofsted and child protection agencies**

The Designated safeguard lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than fourteen days after the incident.

The Designated Safeguard Lead will also notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

**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.

**8. Monitoring arrangements**

This policy will be reviewed by the Safeguarding Lead every year.

At every review, the policy will be approved by the headteacher and governing board.

**9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Positive Behaviour Support Policy
- Managing and Administering Prescribed Medications Policy



## Appendix 2: Accident Report Form

### EMPLOYEE INCIDENT / ACCIDENT REPORT

#### EMPLOYEE INFORMATION

NAME	EMPLOYEE ID	National Insurance No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
JOB TITLE	DEPARTMENT	
<input type="text"/>	<input type="text"/>	
HOME ADDRESS	PHONE	
<input type="text"/>	<input type="text"/>	
EMAIL ADDRESS	MALE OR FEMALE	DATE OF BIRTH
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### INCIDENT DESCRIPTION

LOCATION	DATE OF INCIDENT	TIME OF INCIDENT
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### INCIDENT DESCRIPTION

In as much detail as possible, describe what caused the incident / accident / injury, what you were doing just before the incident, and what you did after the incident. Name any objects or substances involved.

Were you performing regular duties at the time of incident?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Did anyone see you get hurt?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If YES, list all witnesses:

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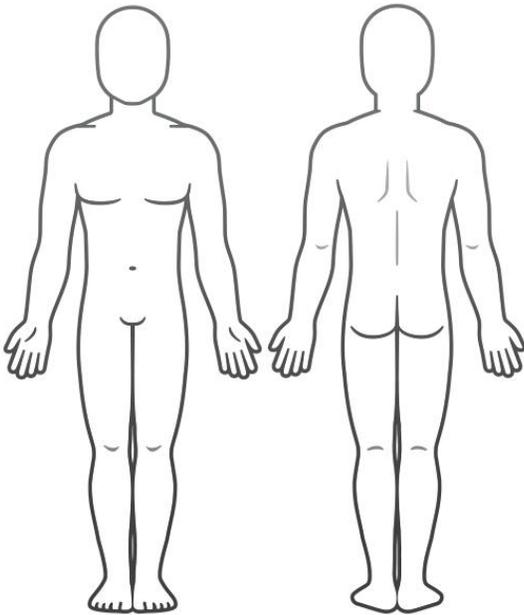
Did you report this incident to anyone?	YES		NO
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If YES:

REPORTED TO NAME	TITLE	DATE REPORTED

If NO, explain why you chose not to report:

INJURY DESCRIPTION									
NATURE OF INJURY <i>select all that apply</i>									
	Abrasion, scrapes		Amputation		Broken Bone		Bruise		Burn (heat)
	Burn (chemical)		Concussion		Crushing Injury		Cut, laceration, puncture		
	Hernia		Illness		Sprain, strain		Damage to body system		
	Other, describe:								

DESCRIPTION OF INJURY	PART OF BODY AFFECTED <i>shade all that apply</i>
	

Was first aid provided at the scene?	If YES, who administered first aid?
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<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please describe the first aid administered.	

Was medical treatment necessary?	IF YES, NAME OF HOSPITAL / PHYSICIAN:
<input type="checkbox"/> YES	<input type="checkbox"/> NO
DATE OF VISIT	HOSPITAL / PHYSICIAN PHONE

Have you ever had a similar injury?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Has a similar injury been treated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, describe previous injury			If YES, where, when, and by whom were you treated?		

**BACK INJURY REPORT**

To be completed when a back injury is reported by the injured employee. *If not applicable, skip to next page.*

What part of your back hurts now?

When did you first notice this back pain?	DATE:		TIME:
What were you doing at that time? Explain in detail.			
If you were lifting an object, what was it and how heavy?			
What did you feel?			

What was the length of time between the injury and your disability, if any?

Did anyone see you get hurt?

YES

NO

If YES, list all witnesses:

Did you report this incident to anyone?

YES

NO

If YES:

REPORTED TO NAME

TITLE

DATE REPORTED

Did you ever have a back injury before?

YES

NO

Were you ever treated by a doctor?

YES

NO

If YES, when? And what part of your back?

If YES, where, when, and by whom were you treated?

If previously injured, has it given you trouble since? Explain.

EMPLOYEE NAME print

EMPLOYEE SIGNATURE

DATE

REPORT SUBMITTED BY

NAME	SIGNATURE	DATE
REPORT RECEIVED BY		
NAME	SIGNATURE	DATE

