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Person Responsible:	Doug Grieb, Head of Operations
Ratified by:	Karen Gaster- Head Teacher

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Yarrow Heights School documentation, including particulars of employment, it is non-contractual.

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 directors 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.
- ✓ [First Aid in Schools Feb 2022](#)

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 needs 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 Mari McGinnis. 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 Head Teacher

The Head Teacher 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 SLT

The SLT are 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

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

Automated external defibrillators (AEDs)

The school has procured an AED, which is located in [Link Offices](#).

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis

Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

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.
- ✓ The first aider will inform parents of the incident and any treatment given.

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.
- ✓ 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 wash proof plasters .

No medication is kept in first aid kits.

First aid kits are stored in:

- ✓ The Den
- ✓ Main Kitchen (inc burns kit)
- ✓ Science (inc burns kit)
- ✓ Staff Lounge
- ✓ Admin Office
- ✓ Art Room
- ✓ Sports Hall
- ✓ SLT office 1st Floor
- ✓ SLT office Ground floor
- ✓ School Car
- ✓ Medical Room

6. Record-keeping and reporting

Emergency Procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a school bus, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page ['Promoting and supporting mental health and wellbeing in schools and colleges'](#).

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 the Head of Operations 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 Head of Operations 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)
<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 Safeguarding 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. Children with long-term medical conditions e.g. asthma, diabetes, allergies

- Careful records will be kept of all children who have specific medical needs.
- Details will be shared with all staff and TAs.
- Supply teachers will be informed of any medical conditions relating to children in their care.
- School and parents/carers will maintain close links to make sure the child is receiving appropriate care at all times. School expects parents/carers to notify us of any changes affecting a child's condition and/or treatment.
- Class teachers will carry out necessary Risk Assessments with due regard for children with long-term medical conditions.
- Children with Type 1 Diabetes will be supported by the specialist nurse and trained staff in school. A rota of trained staff will be in place at all times to provide full-time support for children with Type 1 Diabetes. Staff will receive training to support monitoring and management of diabetes. It is the head teacher's responsibility to insure that training is up-to-date and that the child has a trained member of staff available at all times.
- Children who need to have medication with them (e.g. epipen) will have their medicine stored in a named container/bag. This will usually be stored in the classroom. The child will carry their bag with them into the dinner hall and out to playtimes/PE sessions. The class teacher is responsible for taking the bag out on school trips or for lessons outside the classroom.
- Children's inhalers (to treat asthma) are stored in a class asthma bag (orange bag) and this bag is taken out for Forest School, PE, playtimes, trips etc. The child's inhaler will be named and stored with their spacer.

8. 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.

9. Review of implementation

The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

The school may submit to Cavendish Education proposals for amendments to this Policy.

10. 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 1: List of appointed person(s) for first aid and trained first aiders

Staff member's Forename	Surname	Location	Contact details
Cat	Catton	O1	Cat.catton@yarrowheights.com
Lou	Watts	T3	Lou.watts@yarrowheights.com
Adriana	Hunt	Classroom	<Adriana.Hunt@yarrowheights.com>
Jemma	Godel	O3	Jemma.godel@yarrowheights.com
Isobel	Pouncy	Sports Hall	Isobel.Pouncy@yarrowheights.com
Naomi	Adams	Primary Classroom	Naomi.Adams@yarrowheights.com
Sarah	Attrill	The Den	Sarah.attrill@yarrowheights.com
Emily	Neale	Engagement office	Emily.neale@yarrowheights.com
Matthew	Legg	Kitchen	Matt.legg@yarrowheights.com
Toni	Cutter	Kitchen	Toni.cutter@yarrowheights.com
Veronica	New	Reception	Veronica.new@yarrowheights.com
Laura	Philpott	Kitchen	Laura.philpott@yarrowheights.com
Sarah	Hanan	The Den	Sarah.hanan@yarrowheights.com

List of appointed person(s) for medication administration

Staff member's Forename	Surname	Location	Contact details
Cat	Catton	T2	Cat.catton@yarrowheights.com
Jemma	Godel	T2	Jemma.Godel@yarrowheights.com
Doug	Grieb	O2	Doug.Grieb@yarrowheights.com
Kieran	Short	"The Den"	Kieran.Short@yarrowheights.com
Sarah	Attrill	"The Den"	Sarah.Attrill@yarrowheights.com
Sarah	Hanan	"The Den"	Sarah.Hanan@yarrowheights.com
Adriana	Hunt	C6	Adrian.hunt@yarrowheights.com
Cassie	Smith	The Den	Cassie.smith@yarrowheights.com
Claire	Harding	C11	Claire.harding@yarrowheights.com
Connor	Whelan	D4	Connor.whelan@yarrowheights.com
Lana	Black	Primary	Lana.black@yarrowheights.com
Mario	Jarek	Primary	Mario.jarek@yarrowheights.com
Sam	Snow	The Den	Sam.Snow@yarrowheights.com
Yianna	Schultant		Yianna.schultant@yarrowheights.com

List of appointed area(s) for First Aid Kits

Location	Building	Location	Building
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The Den	Main Building – Ground Floor	SLT office 1st Floor	Main Building – First Floor
Medical Room	Main Building – Ground Floor	Admin Office	Main Building – First Floor
Art Room	Main Building -	Sports Hall	Main Building – First Floor
SLT office Ground floor	Main Building – Ground Floor	Kitchen	The Hub
Staff Lounge	Main Building – Ground Floor	School Car	N/A

Appendix 2

Body Fluid Spillage Procedure

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

References This document is to be used in conjunction with:

- Health Protection Agency guidelines on Infection Control. Up to date versions available on the internet.

- Facilities Manager to be contacted initially so that he can arrange for a member of his team to clean the area appropriately.
- The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident
- In the event of a member of cleaning staff not being available then there are disposable clean up kits available in the Medical Room.
- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
- The bin that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.
- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth. Action To Take
- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to SLT.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR