

First aid policy

Policy Owner: Business Manager

Approved by:	LGB	Date: 09/11/2023
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Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	4
6. Record-keeping and reporting	5
7. Training	6
8. Monitoring arrangements	6
9. Links with other policies	6
Appendix 1: list of trained first aiders	6
Appendix 2: accident report form	8
10. Changes log	10

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 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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school appointed person is Candice Bristow. The appointed person is 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 their 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Local Governing Body (LGB)

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

3.4 The Principal

The Principal 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 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 first aider is not called
- Informing the Principal 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 parents are contacted immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury and log the information on Medical Tracker

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 organiser and approved by the EVC prior to the visit

There will always be at least 1 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

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 medical room
Reception (at the desk)
The school hall
All science labs
All design and technology classrooms
The school kitchens
PE Office
School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

An accident form will be completed by the 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 Medical Tracker records by the student services team

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 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 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 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)

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

7. Training

All school staff can 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 Business Manager every year.

At every review, the policy will be approved by the LGB

9. Links with other policies

This first aid policy is linked to the

Health and safety policy

Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS	EXPIRY DATE
Candice Bristow	First Aider	4441 & Radio	Dec 23
Richenda Smith	Premises Administrator	4438 & Radio	Nov 25
Lisa Murray	Science Technician	4467	Nov 25
Simon Bristow	Site Supervisor	3401 & Radio	Nov 25
Darren Breeze	PE Teacher	4413	Nov 25
Emma Smith	PE Teacher	4413	May 25
Rachel Mumford	PE Teacher	4413	May 25
Alex Jevon	DT Teacher	4527	May 25
Kathryn Saunders	Social Science Head of Faculty	4483	May 25
James Anderson	Teacher of Drama	4421	May 25
Diana Amo-Yartey	Academic Mentor	4432	May 26
David Armah-Agyeman	Teacher of Science	4470	May 26
Jacob Buckley	Teacher of Humanities	4483	May 26
Leigh Canning	Teacher of Humanities	4483	May 25
Andrew Cormican	Teacher of Music	4569	May 26
Pilar Guidet	Learning Support Assistant	4572	May 26
Sonia Lozano	Teacher of Languages	4468	May 26
Lucius Evans	Teacher of Maths	4464	May 26
Lamine Mane	Teacher of Languages	4468	May 25
Lorellie Canning	Teacher of PSHE	4403	May 25
Hayley Cooknell	School Business Manager	4405 & Radio	Nov 25
Matthew Osborne	Science Teacher	4470	May 25
Sandra Underwood	Teacher of Languages	4468	May 26
Charley New	Teacher of ADT	4453	May 26
Mauricio Uran	Cleaning Supervisor	3401 Radio	May 25

Appendix 2: accident report form

ACCIDENT REPORT FORM

PLEASE RETURN TO First Aid Room (school incidents)

OR LEISURE CENTRE RECEPTION (non-school incidents) **ON THE SAME /NEXT DAY**

Section 1

Is this incident an:	Accident <input type="checkbox"/>	Injury <input type="checkbox"/>	Illness <input type="checkbox"/>
	If an accident, was this caused by a failure e.g. trip hazard / faulty equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>		

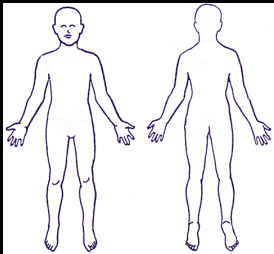
Casualty's details:	Name:		
	Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Is the casualty a:	Student <input type="checkbox"/>	Tutor Group:
		Staff member <input type="checkbox"/>	
		Visitor <input type="checkbox"/>	Address:
Tel:			
	Mobile:	Postcode:	

Section 2 - complete for accidents only

Accident details:	Date of accident:	Time of accident:
	Where on site did the accident occur: (room/building/area)	
	Describe what happened:	
	Information supplied by:	Casualty <input type="checkbox"/> Another person <input type="checkbox"/> Name:
	Witness' Name:	
	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Staff <input type="checkbox"/> Student <input type="checkbox"/> Tutor Grp:	Date of Birth:	
If the accident was caused by a hazard, please confirm what action has been taken:		
The hazard has been removed <input type="checkbox"/> The hazard has been reported <input type="checkbox"/>		

Section 3a: First Aid

Position and type of injury/illness (mark on diagram below)	

What first aid was given: 	Advice only <input type="checkbox"/>	Did the casualty: Continue as normal (e.g. went to class) <input type="checkbox"/>
	Minor treatment <input type="checkbox"/>	Go home (parents contacted to collect if student) <input type="checkbox"/>
	Major <input type="checkbox"/>	Go to seek non-urgent medical advice <input type="checkbox"/>
	(casualty went to A&E/ Urgent Care Centre)	Go to hospital or the urgent care centre <input type="checkbox"/>
	Other (please specify):	
First Aider: _____ seen: _____		Date and time casualty was _____

• **Head injury**

• **Burn / scald**

• **Suspected fracture**

	For anything which requires onward care (either at home, GP, urgent care centre or hospital, including but not limited to the injuries listed above), I have contacted parent/carer to advise.
	Parent/carer has been contacted to collect student and I have made Student Services aware so that the student can be signed out.

For Head Injuries:

	I have given the head injury advice sheet to the student and asked him/her to show this to teachers and parents today.
	I have informed the student's parent/carer of the head injury today and advised that they seek medical advice should the student become unwell.

For burns / scalds that can remain in school:

	I have contacted parents/carers to advise of the injury
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For a suspected fracture:

	I have contacted parents/carers to advise of the injury
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For of fic e us e on ly	Recording	Data transferred to database	Date	Name
		Form filed	Date	Name
	Reporting	Reported to Business or Arts & Leisure Director	Date	Name
		Reported to insurers	Date	Name
		Reported to the Incident Contact Centre (ICC)	Date	Name
		ICC Reference No:		
	Preventing a recurrence			
		Name	Signature	

10. Changes log

Date	Change	Page
13/11/23	Removed Covid information from Legislation	2
13/11/23	4.1 Added the information regarding Medical Tracker software	4
13/11/23	6.1 Added the information relating to Medical Tracker	5
13/11/23	Adjusted list of First Aiders	7
13/11/23	New First Aid Form	8-9