



# First aid policy

**Policy Owner: Business Manager**

|                            |               |                         |
|----------------------------|---------------|-------------------------|
| <b>Approved by:</b>        | LGB           | <b>Date:</b> 09/11/2023 |
| <b>Last reviewed on:</b>   | November 2023 |                         |
| <b>Next review due by:</b> | November 2025 |                         |

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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 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

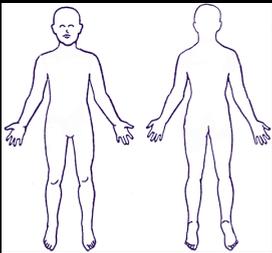
Health and safety policy

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      |



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

**For a suspected fracture:**

|  |   |
|--|---|
|  | I have contacted parents/carers to advise of the injury |
|--|---|

|   |                                |   |           |      |  |
|---|--------------------------------|---|-----------|------|--|
| <b>Fo<br/>r<br/>of<br/>fic<br/>e<br/>us<br/>e<br/>on<br/>ly</b> | <b>Recording</b>               | Data transferred to database                    | Date      | Name |  |
|   |                                | Form filed                                      | Date      | Name |  |
|   | <b>Reporting</b>               | 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:                               |           |      |  |
|   | <b>Preventing a recurrence</b> | .....   |           |      |  |
|   |                                | .....   |           |      |  |
|   |                                | 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  |