



# FIRST AID POLICY

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July 2022

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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](#) 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 students.

## 3. ROLES AND RESPONSIBILITIES

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

The school's appointed person are Orson Noronha and Hannah Cousins. 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 1).
- Keeping their contact details up-to-date.

All staff, teachers and Teaching Assistants are first aiders. This ensures that timely help can be given when needed.

### 3.2 The Governing Board

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 Executive Principal and staff members.

### 3.3 The Head of School

The Head of School 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).

### 3.4 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 1) for all incidents they attend to.
- Informing the Head of School of any specific health conditions or first aid need.

## 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 if appropriate, will provide the required first aid treatment.
- The first aider 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 main office staff will contact parents immediately.
- The member of staff who dealt with the issue 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 lead prior to any educational visit that necessitates taking pupils off school premises.

## 5. FIRST AID EQUIPMENT

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

- 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 first aid cupboard at the back of the hall. First aid bum bags are hung next to this.

## 6. RECORD-KEEPING AND REPORTING

### 6.1 First Aid and accident record book

- An accident form will be completed by staff member 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.

### 6.2 Reporting to the HSE

The site 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 site 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 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 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.

Staff are encouraged to renew their first aid training when it is no longer valid.

## 8. MONITORING ARRANGEMENTS

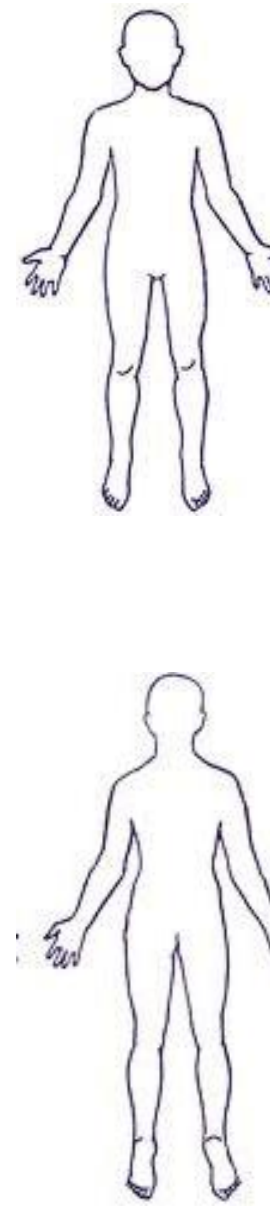
This policy will be reviewed by the Head of School annually. At every review, the policy will be approved by the Governing Body.

## 9. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions

## 10. APPENDIX 1: ACCIDENT REPORT FORM

Surname	Forename	Sex	Date of Birth	Please mark on the image below where the injured party was hurt  
Address	Location where accident happened	Date	Time am/pm	
Injured party?*: Student      Staff      Visitor				
Particulars of injury			Name of person completing form	
Brief statement as to how accident happened (attach diagram if applicable)				
Names and addresses of any staff, children or other persons who witnessed the accident.				
Name of First Aider				
Brief statement of treatment given			Name of person giving treatment	
Was injured party taken direct to a doctor?			Yes/No*	
Was a doctor called?			Yes/No*	
If the answer to either of these questions is 'yes' give the name and address of doctor				
Was injured party taken to hospital?	Form of transport used		Name of person accompanying injured party	
Yes/No*				
Present condition of injured party				
General remarks (including action, if any, taken to prevent reoccurrence)				
Did accident cause 'major injury' to the injured party?		Yes/No*		
Person completing form:	Date:	Principal:	Date:	
Signed:		Signed:		