



## First Aid Policy

<b>Reviewed by:</b>	Andrew Patterson, Compliance Manager
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### Contents

- Aims
- Legislation and Guidance
- Roles and Responsibilities
- First Aid Procedures
- Record Keeping and Reporting
- Training
- Links to Other Policies

## **Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, learners, and visitors.
- Ensure that staff and advisory panel members are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcome.

## **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 assess 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 be provided to cater for the medical and therapy needs of learners.

## **Roles and Responsibilities**

### **First Aiders**

First aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill.
- 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Sending learners home to recover, where necessary.
- Completion of 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.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

Our school's first aiders are listed in appendix 1.

## **The Principal**

The principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are always present in the school.
- 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 staff 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 learners.
- Reporting specified incidents to the HSE when necessary.

## **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 deal with where a first aider is not called.
- Informing the principal of any specific health conditions or first aid needs.

## **First Aid Procedures**

### **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 learner is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the principal will contact the parents/carers immediately.
- The first aider will complete an accident report form on the same day or as soon as is practical after an incident resulting in an injury.

### **Off-Site Procedures**

When taking learners 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 children/learners.
- Contact details for parents/carers.

Risk assessments will be completed by the principal prior to any educational visit that necessitates taking learners off school premises.

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

### **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, as a minimum, in:

- Reception areas
- The school kitchens
- School vehicles

### **Record-Keeping and Reporting**

#### **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 the information included in the accident form at appendix 2.
- A copy of the accident report form will also be added to the child/learner's educational record by the principal.
- 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.

#### **Reporting to the HSE**

The principal 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 principal 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. The principal will notify the Compliance Manager of any reportable incidents/accidents.

Reportable injuries, diseases or dangerous occurrences include the following. Please note this list is not exhaustive and is subject to change. Please refer to the most up to date information from [RIDDOR](#):

- 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)

### **Training**

Nominated school staff will undertake first aid training, and this will be updated as required. 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 (on the school's training matrix). First aiders must renew their first aid training when it is no longer valid (usually every 3 years).

### **Links With Other Policies**

This first aid policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Children/Learners with Medical Conditions