



First Aid Policy

Governing Body Sub-committee

Name: Student Matters Equality and Community

Date approved 11 November 2021

Full Governing Body (if applicable)

Date approved: Not applicable

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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 [actions for schools during the coronavirus outbreak](#), 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons (Medical Welfare Assistant(s)) are listed at Appendix 1. 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 2)
- › Keeping their contact details up to date

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school and they will wear a First Aid badge attached to their school lanyard.

3.2 The governing body

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

3.4 The headteacher

The headteacher is 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)

3.5 Staff

School staff are responsible for:

- › Ensuring they follow first aid procedures
- › Ensuring they know who the first aiders in school are and how to contact them
- › Ensure they are aware of the location of first aid equipment
- › Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called. This also includes instances where staff sustain injury at work.
- › Informing the headteacher or their manager of any specific health conditions or first aid needs, or if they have any concerns regarding the provision of first aid facilities in the workplace.

3.6 Students

Students will be made aware of how to call for first aid should a member of staff be involved in an accident or fall ill and require emergency assistance.

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 or illness and seek the assistance of a qualified first aider (usually the Medical Welfare Assistant on Duty) who will provide the required first aid treatment
- The first aider, if called, will assess the injury/illness 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/ill person should be moved or placed in a recovery position
- If the first aider judges that a student or member of staff is too unwell to remain in school, parents/carers/staff emergency contact will be contacted and asked to arrange collection of the student/member of staff who is unwell. Upon their arrival, the first aider will recommend next steps to the person collecting them.
- If emergency services are called, the Medical Welfare Assistant or member of the School Office team will contact parents/carers/staff emergency contact immediately
- The Medical Welfare Assistant will ..
 - For students: make an entry on the school's MIS along with details of an accident form if completed
 - For staff: ensure that an accident form is completed and that this is retained on the member of staff's personnel file.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible, wear appropriate PPE and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- Access to a mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent/Carer contact details

Risk assessments will be completed by the Trip Organiser prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one appointed person to undertake first aid on category 1 and 2 trips and visits. For category 3 trips, a qualified first aider must be in attendance.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

Please refer to the Offsite Trips and Visits Policy for further guidance.

5. First aid equipment

5.1 First Aid Kits

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

- A leaflet with general first aid advice
- Plasters – assorted sizes
- 2 x sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra-large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes (individually wrapped and sterile)

[Note: Click here to view/download HSE Basic Advice on First Aid at Work leaflet.](#)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school office
- All Faculty Offices
- Kitchen area
- Caretaker's room

5.2 Automatic External Defibrillator

The school has an Automatic External Defibrillator (AED) with sufficient staff trained to ensure that the defibrillator is able to be used at any time the school is open. The AED is located in the School Office and is accessible at all times. It is checked regularly and a log of checks is kept.

6. Record-keeping and reporting

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 student's educational record by the Medical Welfare Assistant.
- Records held in the first aid and accident book will be retained by the school in accordance with Derbyshire County Council Records Retention Guidance.

6.2 Reporting to the HSE

The Medical Welfare Assistant 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 Medical Welfare Assistant 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 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 School Office Manager on an annual basis. At every review, the policy will be approved by the full governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Offsite Trips and Visits policy
- Administration of Medicines Policy

Appendix 1: Medical Welfare Assistant and List of trained first aiders

Medical Welfare Assistant - First Aid at Work qualified

Name	Faculty	Expiry Date
Jacqui MacArthur	Admin - School Office	17.12.2022

First Aid at Work qualified

Name	Faculty	Expiry Date
Deborah Culley	Admin - School Office	06.02.2023
Jill Gurney	Admin - School Office	06.02.2023
Lynne Horder	Admin - School Office	24.01.2023

Emergency First Aid at Work qualified

Name	Faculty	Expiry Date
Sarah Jane Bettany	Tech	15.10.2023
John Bolton	Tech	15.10.2023
Matthew Boyle	PE	18.06.2024
Leanne Carter	PE	09.11.2023
Georgina Cotterill	Admin - School Office	21.10.2024
Neil Fordham	Science	14.07.2024
Jeanette Gascoyne	Cover Supervisor	20.09.2024
David Grace	Caretakers	02.06.2024
Lisa Lee	English	30.01.2024
Al Lomas	Caretakers	16.08.2024
Mike Marson	Humanities	20.09.2024
Rebecca Northage	PE	24.10.2022
Helen Radford	Attendance Officer	01.10.2023
Marie Reeves	Kitchen	14.07.2024
Jody Shipley	Art	07.07.2024
David Singleton	Caretakers	14.07.2024
Ben Stephenson	Science	11.03.2023
Kelly Underwood	Caretakers	18.06.2024
Ashley Welch	Admin - School Office	01.10.2023

Other First Aid qualifications held

	Faculty	Certification	Expiry Date
Benjamin Stevenson	Science	Wilderness First Aid (High Peak First Aid Training)	11/03/2023
Robert Morrell	Maths	Wilderness First Aid (High Peak First Aid Training)	14/03/2021

Appendix 2: accident report form (example)

<input type="checkbox"/> Report Number (consecutive)	
+ Accident Record	
1. About the pupil who had the accident	
Name _____	
Year _____	
Class or Form _____	
2. About you, the individual filling in this record	
Name _____	
Department _____	
3. Details of the accident (Continue on the back of this form if you need to)	
When it happened. Date ____/____/____ Time _____	
Where it happened. State location _____	
How did the accident happen? _____	
Give the cause if possible _____	
If the pupil who had the accident suffered an injury, give details _____	
Have the parents been informed? <input type="checkbox"/> Yes <input type="checkbox"/> No How? (eg. copy of Record, Verbally) _____	
Sign the record and date it.	
Print Name _____	Sign _____ Date ____/____/____
4. For the Head Teacher only	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
How was it reported? _____	
Print Name _____	Sign _____ Date ____/____/____