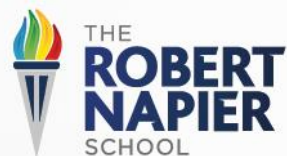




First Aid Policy

December 2023

Next Review: Dec 2024



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1. Aims

The Trust's aims are to ensure that all children within our schools gain a first-rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast changing world. 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 the [Statutory Framework for the Early Years Foundation Stage](#), 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 pupils

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

Diversity (equality) impact assessment. All assessments should refer to diversity and equality.

Monitoring arrangements – LOCAL GOVERNING BODY will at least annually receive an Academy report from the Headteacher referring to the risk registers for the school and use visits to triangulate evidence of risk mitigation.

Risk Assessment

Area	Risk	Managed by Procedure
Child protection	Children not safeguarded	Safeguarding procedures
Financial	Financial probity compromised Reputation damaged	Financial management procedures
Achievement and Attainment	Education not delivered Reputation damaged	Curriculum and behaviour procedures
Business continuity	Premises damaged	Premises management procedures
Other		

Procedure – both Trust wide and school specific.

- School procedures - Appendix 1- on the attached to be adapted
- Risk registers
- Arrangements for school trips

Appendix 1.

3. School based roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed Senior First Aider is Mrs G Elliott. 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trust board

The Trust board 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.

3.3 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher 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 the 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 Head of Year/ Pastoral Manager will contact parents immediately
- The first aider 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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves

- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Alcohol free wipes
- Sick bag
- Resuscitation face shield
- Eye wash.

No medication is kept in first aid kits.

First aid kits are stored in:

- Attendance Office
- Reception (at the desk)
- All science labs

- All design and technology classrooms
- The school kitchens
- School vehicles
- VI unit

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 educational record
- 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 Executive 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 Executive Business Manager will report these to the HSE 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>

6.3 Notifying parents

The Head of Year/ Pastoral Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable and will follow up the following day to check on their welfare if they do not return to school.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This procedure will be reviewed by the Executive Business Manager annually.

At every review, the policy will be approved by the local governing board committee.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions.

Appendix 2: List of trained First Aiders

Three-Day Trained Staff

Mrs G Elliott (January 2024) Community Wellbeing Lead

Ms J Cuff (July 2024) Year 10 Pastoral Manager (Caxton Building)

Mrs K Evans (July 2024) – Art Block

Mr R Filtness (Jul 2023) – Maths

Mrs K Gregory (March 2024) - Humanities

Ms L Spooner (July 2024) – DT

Mrs R Watts (July 2024) – DT

One Day First Aid Trained Staff

Science

Mr B Hasemore (July 2026) Science

Mrs V Brooks (July 2026) Science

Mr M Rattle (July 2026) Science

Mrs J Trice (July 2026) Science

Mr J Walsh (May 2026) Science

Mr R Beadle (April 2026) Science

PE

Mr M Walsh (July 2026) PE

Miss K Smith (July 2026) PE

Miss A Gibbs (July 2026) Music/PE

DT

Miss Z Bonneywell (May 2026) DT

A2M/VI Unit

Mrs N Smith (April 2026) VI Unit

Mrs R Rattle – (July 2026) VI Unit

Miss J Riches (May 2026) A2M

One Day First Aid Trained Staff

SITE TEAM/HOUSEKEEPING

Mr E Tomasoni (April 2026) Site Team

Mr N Roper (April 2026) Site Team

Ms Y Osborne (May 2026) Housekeeping

MAIN BUILDING

Mrs K Green (April 2026) HSSW

Mr R Leadbetter (April 2026) Maths (Part time)

Miss L Tucker (April 2026) Front Office

Miss K Turner (May 2026) Safeguarding Officer

Mr B Raher (April 2026) Head of Year 7

HUMANITIES BLOCK

Mr J Richardson (July 2026) Social Sciences

Ms R Gray (April 2026) Year 9 Pastoral Manager

Miss A Honey (April 2026) Year 11 Pastoral Manager

Mr G Moynes (July 2026) Head of Year 11

MUSIC/DRAMA BLOCK

Mr T Smith (July 2026) IT/Business

Miss A Smith (April 2026) Head of Year 8

INCLUSION ROOM

Miss A McCann (July 2026) Inclusion Room

VARIOUS AREAS

Mrs J Boxall (March 2024) LSA

Mrs Asogbon (April 2026) Curriculum Assistant

Mrs M Marshall (May 2026) HLTA


Ms B Virdi (May 2026) Cover Team

Mrs D Startup (May 2026) Curriculum Assistant

Miss R Cuff (May 2026) Positive Behaviour Mentor

Miss T Arnold (May 2026) Inclusion Room

Appendix 2: accident Investigation form

		<h1>Accident, Incident Investigation</h1>	
Name of person completing this form (print name)			
Accident, incident details			
Date of accident, incident:		Time of accident, incident:	
Location:			
A brief description of the activity:			
Injured Persons Details			
Name of student:			
Year and Form:			
Home address:			
Contact telephone number:			
Nature of injury/damage:			
Details of witnesses			
1	Print name		
2	Print name		
3	Print name		
RIDDOR			
Is this reportable?			No
Has this been reported?		No	N/A
Details			
Explain how the accident, incident occurred:			
What were the immediate causes?			
What were the underlying causes?			
Training and competence		Yes	No
Were risk assessments prepared for this activity?			

<ul style="list-style-type: none"> They may need to be reviewed. 			
Were the risk assessments communicated?			
<ul style="list-style-type: none"> Assess the need for retraining. 			
Were safe procedures being followed?			
<ul style="list-style-type: none"> Assess the need for a review. 			
Has training or a briefing been previously undertaken for this task, situation?			
Was the person fit and able to perform the task or activity being completed?			
Comments			
Action taken to prevent reoccurrence			Date and Initials
1.			
2.			
3.			
Additional details			
Witness Statements attached?		Yes	No
Are photographs attached?		Yes	No
Have insurers been informed?		Yes	No
Details of the person completing this statement			
Name (please print)			
Signature:			
Date:			
Data protection			
<p>The person completing this form should ensure that they treat any personal data collected during the accident report, witness statements and any other associated documentation containing personal data, particularly health data, in accordance with the organisation's data protection policy / policy on processing special categories of personal data. In addition, they should adhere to how data is used and which third parties it can be shared with, as per the employee privacy notice.</p>			