



# First Aid Policy

**Reviewed by:** Mr P Norcliffe, Medical Needs Coordinator

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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 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's appointed medical needs/ First aid coordinator is Mr. Peter Norcliffe. 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 the accident book on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2) Note: separate pupil and staff accident books.
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed in the first aid room and in the staff room. Reception will call for a first aider.

### **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 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 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 report books (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. Reception will call for a first aider by radio or by phone.
- 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 first aider, head of year or reception will contact parents immediately
- The first aider/relevant member of staff will complete an accident report book on the same day or as soon as is reasonably practical after an incident resulting in an injury
- The first aid room must be kept locked if there is no staff member present. First aiders should be aware of the code to the first aid room door.
- Students should not be left un-attended in the first aid room.

### **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 prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one 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 first aid room
- Reception
- Admin House
- Kitchen
- FOCUS kitchen
- PE Office
- Art & Design Office
- Science Office
- Science workroom (Top floor C301)
- Chequers

First aid kits for trips – Located in First Aid Room – These should be signed out.

### **Defibrillator**

Defibrillator is located in reception – First aiders should be aware of the location and how to use this.

### **Emergency medication**

School supply of emergency inhalers and adrenaline pens are located on the wall in the first aid room. These can only be administered to pupils who have signed parental permission. The log book will need completing if any medication is administered to students (See medical needs policy).

### **Eye Wash**

Eye wash stations are located in:

- First Aid room
- Science Office
- Chemical Prep-room
- Science Classrooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- The Accident book will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. This is kept in the first aid room. There is a separate pupil and staff accident book.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident book and must be signed by the member of staff.
- A monthly report will be sent to the site manager for review by the Academy.
- 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 medical needs/ first aid coordinator 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 headteacher 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. Near-miss events will be reported to the site manager. 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 medical needs/ first aid coordinator once a year.

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

## **9. Links with other policies**

This first aid policy is linked to the

- Medical Needs Policy

## Appendix 1: list of trained first aiders

# FIRST AIDERS



			
<b>Mrs B Adams</b>	<b>Mrs N Begum</b>	<b>Mrs P Birch</b>	<b>Mrs L Bonham</b>
			
<b>Mr S Brown</b>	<b>Mr D Carpenter</b>	<b>Mrs C Ennis</b>	<b>Mr A Frost</b>
			
<b>Miss R Haigh</b>	<b>Miss J Hepworth</b>	<b>Mr C Jackson</b>	<b>Mrs N Jackson</b>
			
<b>Mrs V Oliver</b>	<b>Mrs D Selley</b>	<b>Mr I Tallis</b>	<b>Mr P Norcliffe</b> <b>First Aid Coordinator</b>

The First Aid room can be found opposite room A104

Please see reception for a First Aider.

## Appendix 2: accident books – Pupil and Staff



### Pupil Accident Book

#### How to use this book

It is essential that all personal information entered in accident books remains confidential. In order to comply with the General Data Protection Regulations (GDPR), ensure that individual record sheets are removed following completion and stored securely, as documented in your school's GDPR policy.

It is important to keep a record of people reporting accidents. They will be able to help assess possible dangers or risks and first aid requirements and provisions.

Describe how and where the accident took place, what activity the pupil was doing at the time, any equipment, machinery or other pupils involved, the cause plus details of any injuries sustained.

Certain accidents must be reported to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information visit [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). All information in this book is for guidance only and should not be treated as a complete or authoritative statement of the law.

#### About the pupil who had the accident

Name ..... Form .....  
 Year ..... Form .....

Fill out one form for each person injured; fill in their full name, year and/or form.

#### About you, the person filling in this record

Teacher  Pupil  Other   
 Name .....  
 Department/Form .....

#### Accident Details

Date ..... Time .....  
 Place .....

Fill in the date, time and place that the accident occurred. Information may be important if the pupil is hospitalised.

#### Description of Accident and Cause

.....  
 .....

Pupil treated by .....  
 Position .....

Record any first aid treatment given, if an ambulance was called, if the pupil was sent home with parents or returned to class.

Action taken .....

Parents informed? Yes  No  How? .....

Tick if risk assessment required

This report should be signed and dated by the person reporting the accident.

Signed ..... Date .....

<p><b>Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).</b></p> <p>How was it reported?                  Date reported ..... Print Name ..... Signature .....</p> <p><b>This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.</b></p> <p>Signed ..... Dated .....</p>
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## Staff Accident Book

### How to use this book

Accident books contain personal data. Remember that it is essential in order to comply with General Data Protection Regulation (GDPR) that the details of employees are kept confidential and in accordance with your GDPR policy. The wishes of those who want to remain anonymous to safety representatives should be adhered to. Ensure that after correct completion, pages are removed and stored in a safe location as specified by your Data Protection Officer or relevant individual. You must also keep the cover of this book for 3 years after completion, or for the time specified in your data retention policy.

It is essential that the Book Number, Page Number, Date Completed and Person Completed sheet handed to matches on each row - this is to allow the records to be identified correctly.

<input type="text"/>	Book Number	<input type="text"/>	Page Number	<input type="text"/>	/	<input type="text"/>	/	Date Completed	<input type="text"/>	Person Completed sheet handed to
<input type="text"/>	Book Number	<input type="text"/>	Page Number	<input type="text"/>	/	<input type="text"/>	/	Date Completed	<input type="text"/>	Person Completed sheet handed to

A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT  
Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

This is to be completed in the event that you are not the person involved in the incident but are filling out the form on their behalf.

Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information please visit: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**ACCIDENT REPORT FORM**

**Details about the person who had the accident**

Name: .....

Address: ..... Postcode: .....

Occupation: .....

Department: .....

**Details about you, the person completing this record - Please complete if you are not the person who had the accident**

Name: .....

Address: ..... Postcode: .....

Occupation: .....

Department: .....

**About the accident - Please use the back of this form if you require more space**

Time when the accident occurred: ..... Date of accident: / /

Where the accident occurred - Please include department / room / area .....

How the accident took place - Include the cause if known .....

Details of any injury suffered by the person involved .....

Please tick if a risk assessment is required

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested.

Signature: ..... Date: / /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported: .....

Date reported: / / Print Name: ..... Signature: .....

This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.

Signed: ..... Dated: .....

One form must be completed for each person involved in the accident. This section should include information on the individual. If you are the person involved complete as instructed. If you are completing on behalf of the injured person please fill out with the information that is available to you.

Enter here as much information about the incident as possible. Give an accurate description of the event as you understand it. If you require more space please use the back of this form.

The employee should tick the box and sign and date the form if they agree for their information to be available to safety representatives. If they wish to remain anonymous then they should not tick and sign this section.

**All the information given within this book should be used for guidance only and should not be treated as a complete or authoritative statement of the law.**