

Impact Education MAT

First Aid Policy - Castle Hall Academy



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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

Academies with Early Years Foundation Stage

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:

Academies without Early Years Foundation Stage

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 Academy Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- The Education (Independent Academy Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

In Academies with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings - and dependent upon an assessment of first aid needs - employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is

to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees' work, the number of staff, and the location of the academy. The appointed person does not need to be a trained first aider.

All academies should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

All Academies will appoint a person(s) who 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

The Academies appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the academy.

3.2 The Trust Board

Impact Education MAT has ultimate responsibility for health and safety matters in its Academies, but delegates responsibility for the strategic management of such matters to the academy’s governing board.

The governing board 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 academy 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

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in academy are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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-academy 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 pupil is too unwell to remain in academy, 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 Academy will contact parents immediately
- The first aider/relevant member of staff 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 academy premises, staff will ensure they always have the following:

- An academy 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 Academies nominated person/s prior to any educational visit that necessitates taking pupils off academy premises.

Academies with Early Years Foundation Stage provision will ensure:

There will always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Academies without Early Years Foundation Stage provision will ensure:

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

5. First aid equipment

A typical first aid kit in our academy 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:

First Aid Kit Location	Additional kit information
Admin House	
Art And Design Office	Burn Gel & Blue Plasters in C106 Food Store Room
Chequers	Burn Gel, Blue plasters
First Aid Room	All supplies in first aid cupboard. Sick Bags, emergency medication
FOCUS Kitchen	Burn Gel, Blue Plasters
Hall 01 - Main Hall	
Hall 04 - Common Room	
HOY 10 Office—B Block	
Kitchen	Burn Gel, Blue Plasters
PE Office	
Reception	Defibrillator
Science Office	Burn Gel
Science Workroom C301	
Academy Vehicles	



First Aid Kit Locations
 Admin House
 Art and Design Office
 B Block - HOY 10 Office
 Chequers
 First Aid Room
 FOCUS Kitchen
 Hall 01—Main Hall
 Hall 04—Common Rooms
 Kitchen
 PE Office
 Reception
 Science Office
 Science workroom (C301)

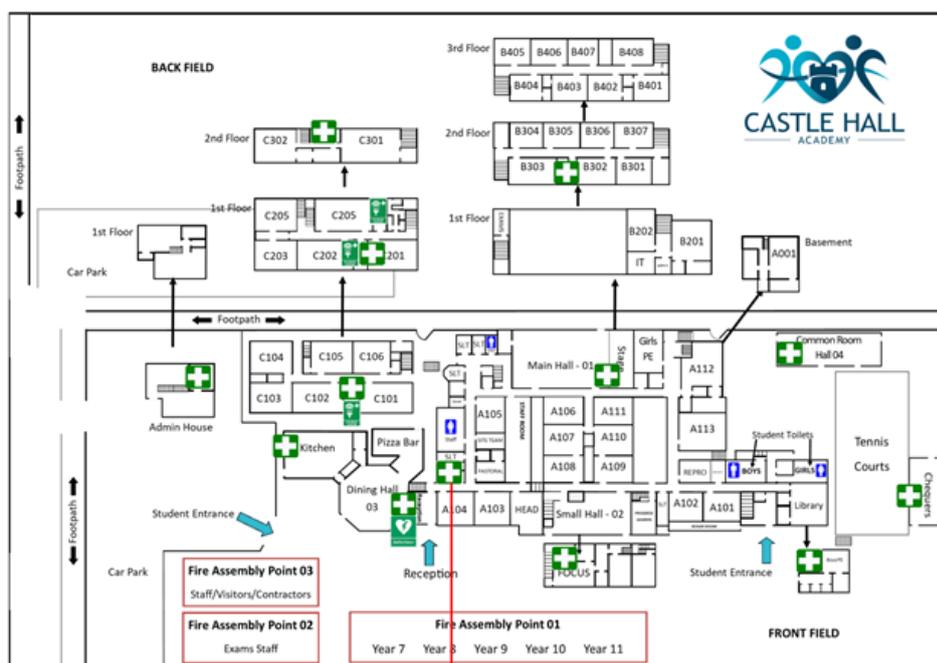


Defibrillator Location
 Reception



Eyewash Stations
 First Aid Room
 Art & Design Office
 Science Office
 Chemical Prep-Room
 Science Classrooms

First Aid Kit Locations



First Aid Room

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 pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

6.2 Reporting to the HSE

The relevant member of staff 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 relevant member of staff will report these to the Health and Safety Executive and Calderdale MBC 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 academy's 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>

Academies with Early Years Foundation Stage provision add sections 6.3 and 6.4 below:

6.3 Notifying parents

The relevant staff member 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.

6.4 Reporting to Ofsted and child protection agencies

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

The Head Teacher or DSL will also notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the academy's care.

7. Training

All Academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

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

Academies with Early Years Foundation Stage provision:

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Director of Estates & Compliance every 12 months.

At every review, the policy will be approved by the CEO

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 1: list of [appointed person(s) for first aid and/or trained first aiders]

Staff member's name	Role	Contact details
Mr P Norcliffe	DT Technician/Medical Needs Coordinator	01924 520500
Miss J Gill	Head of Year	01924 520500
Mrs C Ennis	Head of Year	01924 520500
Mrs B Adams	Head of Year	01924 520500
Mrs L Bonham	Head of Year	01924 520500
Mr C Jackson	Head of Year	01924 520500
Mr A Frost	Site Manager	01924 520500
Mr I Tallis	Site Assistant	01924 520500
Mr D Carpenter	Science Technician	01924 520500
Miss I Fox	ETA	01924 520500
Mrs R Haigh	Safeguarding Officer	01924 520500
Mrs S Hendry	Cleaner	01924 520500
Mrs J Kezik	ETA	01924 520500
Mrs J Morris	ETA	01924 520500
Mrs V Oliver	ETA	01924 520500
Miss J Speight	ETA	01924 520500

Appendix 2: Pupil Accident Record Book

This is the accident book for pupils - Location - First Aid Room

Staff should record first aid treatment provided to students. Parents should be informed where appropriate.



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.

About the pupil who had the accident

Name
 Year Form

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

About you, the person filling in this record

Teacher Pupil Other
 Name
 Department/Form

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.

Accident Details

Date Time

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 by the person reporting the accident.

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. All information in this book is for guidance only and should not be treated as a complete or authoritative statement of the law.

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.....

Staff Accident Book

First Aiders should record any accidents or first aid treatment provided to other staff in this book.

Location - First Aid Room



members

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

ACCIDENT REPORT FORM	
<p>Details about the person who had the accident</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Occupation:</p> <p>Department:</p>	
<p>Details about you, the person completing this record - Please complete if you are not the person who had the accident</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Occupation:</p> <p>Department:</p>	
<p>About the accident - Please use the back of this form if you require more space</p> <p>Time when the accident occurred: Date of accident: / /</p> <p>Where the accident occurred - Please include department / room / area</p> <p>How the accident took place - Include the cause if known</p> <p>Details of any injury suffered by the person involved</p> <p>Please tick if a risk assessment is required <input type="checkbox"/></p>	
<p>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.</p> <p><input type="checkbox"/></p> <p>Signature: Date: / /</p>	
<p>Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</p> <p>How was it reported:</p> <p>Date reported: / / Print Name: Signature:</p>	
<p>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.</p> <p>Signed: Dated:</p>	

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

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.

Appendix 3: first aid training log

First Aid Certificates

Forename	Surname	Role	Training Course Title	Training Course Date	Renewal Date
B	Adams	Head of Year	Emergency First Aid at Work	17th November 2020	17th November 2023
L	Bonham	Head of Year	Emergency First Aid At Work - Red Cross	8th Sept 2020	9th Sept 2023
D	Carpenter	Science Technician	Emergency First Aid at Work	11/7/2019	11/7/2022
C	Ennis	Head of Year	Emergency First Aid at Work	27th Nov 2019	27th Nov 2022
A	Frost	Site Manager	First Aid at Work	4th,5th,6th Nov 2020	6th Nov 2023
J	Gill	Head of Year	Emergency First Aid at Work	7th December 2020	8th December 2023
R	Haigh	Safeguarding Officer	Emergency First Aid at Work	17th November 2020	17th November 2023
J	Kezik	Support Assistant	EMERGENCY FIRST AID@WORK	26 April 2018	26 April 2021 renewal on hold due to COVID
C	Jackson	Head of Year	Emergency First Aid at Work	7th Dec 2018	7th Dec 2021
P	Norcliffe	Medical/ First Aid Coordinator	First Aid Requalification	18th September 2020	18th September 2023
V	Oliver	Support Assistant	Emergency First Aid	19th April 2021	18th April 2024
I	Tallis	Site Team	First Aid at Work	13th January 2021	13th January 2024
J	Speight	Cleaning Assistant	First Aid at Work Training	8th - 10th February 2021	10th February 2024
S	Hendry	Cleaning Assistant	First Aid at Work Training	8th - 10th February 2021	10th February 2024
I	Fox	ESA	Emergency First Aid at Work - Red Cross	18th February 2021	19th February 2024
J	Morris	ESA	Emergency First Aid at Work - Red Cross	18th February 2021	19th February 2024

Other training

Forename	Surname	Role	Epi Pen Training Feb 2021	Asthma & Epi-pen training - Locala Nurse	Diabetes Awareness Certificate	Paediatric Diabetes in schools - Locala	Anaphylaxis Certificate Allergywise.org.uk	Epilepsy Awareness Certificate
B	Adams	Head of Year	24th/25th Feb 2021	20th October 2020			24th January 2020	23rd January 2020
L	Bonham	Head of Year	24th/25th Feb 2021	20th October 2020				23rd January 2020
D	Carpenter	Science Technician	24th/25th Feb 2021	3rd Nov 2020	28th April 2020		9th March 2020	9th January 2020
C	Ennis	Head of Year	24th/25th Feb 2021	3rd Nov 2020	27th April 2020		24th January 2020	10th January 2020
A	Frost	Site Manager	24th/25th Feb 2021	20th October 2020	28th April 2020		24th January 2020	22nd January 2020
J	Gill	Head of Year	24th/25th Feb 2021					
R	Haigh	Safeguarding Officer	24th/25th Feb 2021	10th Nov 2020	12th May 2020			
J	Kezik	Support Assistant	24th/25th Feb 2021	10th Nov 2020	6th May 2020			7th February 2020
C	Jackson	Head of Year	24th/25th Feb 2021	24th Nov 2020		11th Sept 2020		22nd January 2020
P	Norcliffe	Medical/ First Aid Coordinator	24th/25th Feb 2021	20th October 2020	6th May 2020	11th Sept 2020	29th Nov 2018	January 2020
V	Oliver	Support Assistant	24th/25th Feb 2021	10th Nov 2020	27th April 2020		24th Jan 2020	26th January 2020
I	Tallis	Site Team	24th/25th Feb 2021	10th Nov 2020	7th May 2020		3rd Feb 2020	22nd January 2020
j	Speight	Cleaning Assistant	24th/25th Feb 2021					
S	Hendry	Cleaning Assistant	24th/25th Feb 2021					
I	Fox	ESA	24th/25th Feb 2021					
J	Morris	ESA	24th/25th Feb 2021					