

# First Aid Policy

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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 first aid;
- 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](#) (2000) and [health and safety in schools](#) (2013) 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 should be read in conjunction with:

- MAS Health and Safety Policy
- MAS Medical Needs Policy



- MAS Child Protection and Safeguarding Policy

This policy complies with our funding agreement.

### **3. Roles and responsibilities**

#### **3.1 Appointed person(s) and First Aiders**

First Aiders are trained and qualified to carry out the role (see section 7) 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;
- sending pupils home to recover, where necessary;
- filling in the First Aid record and if appropriate an accident report on the same day, or as soon as is reasonably practicable, after an incident (the forms are available in the front office reception);
- 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.

#### **3.2 The Governing Body**

The Local Governing Body has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the Head teacher and staff members.

#### **3.3 The Head teacher/Associate Head teachers**

The Head teacher has delegated responsibility to the Associate Head teachers for the implementation of this policy, although keeping close supervision of its enactment. Responsibilities of the Associate Head teachers include:

- ensuring that an appropriate number First Aiders 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 for the medical needs of pupils.

#### **3.4 The Senior Leader responsible for Health and Safety** is responsible for:

- ensuring lists of First Aiders are displayed around the school;
- creating first aid duty rotas;
- reporting specified incidents to the Health and Safety Executive when necessary (see 6.2);
- monitoring the implementation of this policy;
- Reviewing this policy with staff involved.

#### **3.5 Staff**

School staff are responsible for:

- ensuring they follow first aid procedures;
- ensuring they know who the First Aiders in school are;
- creating and adhering to risk assessments for curricular and extended learning activities;
- completing accident reports for all incidents they attend to where a First Aider is not called;
- Informing the Head teacher or their manager of any specific health conditions.



## **4. First aid procedures**

### **4.1 In-school procedures**

Our First Aiders' names are displayed prominently around the school and their duty rota is available on the staff shared drive.

In the event that First Aid assistance is required, the pupil or member of staff or visitor (if they are able) should be taken to the medical room next to the front office reception. In the event that the person isn't mobile, a First Aider should be requested by phoning or sending a pupil to the general office.

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 school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents.
- The First Aider is expected to make a judgement as to the seriousness of the injured person's ailment. If they are in any doubt then they must contact the School Business Manager or a member of SLT.
- If emergency services are called, a member of the Senior Leadership Team will ensure that, for a pupil, contact is made with the parents/carers immediately and, for an adult, with their family contact if appropriate.
- In the event of a pupil being required to go to hospital, independently or by ambulance, the First Aider will ensure that they are accompanied, by them personally or by another member of staff if the parents are not present.
- In cases where pupils are to be taken to hospital parents will be informed as soon as possible. Upon arrival of the parents at the hospital, the member of staff is permitted to return to school.
- In the event of the emergency services being called, someone being taken to hospital, a chemical burn, serious impact or other injury being sustained, the Business Manager and the Senior Leader responsible for Health and Safety must be informed immediately.
- The First Aider / appropriate staff member who is aware of or witnessed the incident 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 ;
- information about the specific medical needs of pupils/staff;
- Parents/carers' contact details.

Risk assessments will be completed by the trip leader, and validated by the Senior Leader responsible for Trips and Visits, 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 where a child has an appropriate medical need.

In the case of an accident leading to injury, the trip leader will:

- assess the seriousness of the injury and access first aid support available at the venue;
- if the emergency services are called, call the SLT link for the trip who will ensure that parents/carers are contacted and informed;
- Follow the steps above.



#### **4. 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 medical room
- reception (at the desk)
- all science labs
- all design and technology classrooms
- the school kitchens
- school vehicles

#### **5. Record-keeping and reporting**

##### **6.1 First aid and accident record books**

- The First Aider makes a record in the first aid book in the main reception for all pupils who receive First Aid or attend reception with ailments (Appendix 1). This assists in determining whether there are patterns of behaviour which may need to be investigated further.
- An accident form (Appendix 2), available from reception staff, 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 required by the accident form.
- The member of staff completing the accident form will give a copy to the YLC for a pupil's educational record or to HR for a member of staff's record. The original form is put in the accident book.
- 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 Health and Safety Executive (HSE)**

The Senior Leader responsible for Health and Safety will report 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) 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. 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. Training

All school staff are able to undertake first aid training if they would like to where it is practical and appropriate for their role.

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.

## 7. Monitoring and review

The Senior Leader responsible for Health and Safety monitors the implementation of this policy through informal meetings with appointed staff and First Aiders. S/he analyses first aid and accident records each term. This may lead to action with pupils through their YLCs or action with staff through training updates.

The policy is reviewed by the Senior Leader responsible for Health and Safety every three years with appointed staff and First Aiders, taking account of monitoring evidence and any updated guidance. This may lead to policy updates or changes. At every review, the policy will be approved by the Local Governing Body.

## 8. Availability of the policy

This policy is available on the school website and all staff are required to read it at the start of each academic year or shortly after their appointment if it is mid-year. It is included in wider health and safety updates with school staff.



## Appendix 1 - Accident/Incident Form

Date:	Time:
<b>Location:</b>	
<b>Description of the accident:</b> (Be specific)	
<b>Witness name and address and contact details if applicable</b> :	
<b>Factors involved:</b> (Check one or both and specify what acts or conditions) ( ) Unsafe act:	
( ) Unsafe condition:	
<b>What corrective action was taken, if any?</b>	
<b>Signature:</b>	<b>Date:</b>



## Part 2 - Complete For Each Injured Person:

<b>Name of injured person:</b>	<b>Address:</b>
<b>Year Group:</b> <b>Department:</b>	<b>Gender:</b> ( ) Male ( ) Female  <b>Age:</b>
<b>Nature of injury:</b>	<b>Affected body part(s):</b>
<b>Status of the injured person:</b> ( ) Staff member ( ) Student ( ) Visitor ( ) Other (specify):	<b>Cause of the injury:</b> (Check all that apply and specify) ( ) An object: ( ) Equipment or tool: ( ) Hazardous substance: ( ) Other (specify):
<b>Severity of the injury:</b> ( ) Minor (First aid) ( ) Severe, but not disabling ( ) Severe and disabling ( ) Fatality	<b>Protective equipment:</b> ( ) Was required ( ) Was available ( ) Was used ( ) Was not sufficient to prevent injury
<b>Medical treatment provided by:</b>	<b>Comments:</b>

## Part 3 - Complete For Employees:

<b>Job title:</b>	<b>Status:</b> ( ) Full-time ( ) Part-time
<b>Injured while on the job:</b> ( ) Yes ( ) No	<b>Job being performed when injury occurred:</b>
<b>Stopped work immediately:</b> ( ) Yes ( ) No	<b>Date supervisor learned of injury:</b>

## Person Completing This Form:

<b>Name:</b>	<b>Date:</b>
<b>Job title:</b>	<b>Phone number:</b>



## Appendix 2

### NEAR-MISS REPORT FORM

This form should be completed by any employee who witnesses a near-miss incident, such as collapsing shelves, items falling from height, charred or burnt electrical equipment or furniture, or a slip on a slippery surface, where the person did not actually fall. Heads of Departments may complete the form on behalf of the person who witnessed the near-miss.

Your name:	
Your job title:	
Location of near-miss:	
Date of near-miss:	
Time of near-miss:	
Please describe the near-miss which you witnessed below:	
Names of any other witnesses:	

**Signature:** ..... **Date:** .....

Please send all completed forms to. [sfarmer@mulberryschoolstrust.org](mailto:sfarmer@mulberryschoolstrust.org)

Or present directly to Steven Farmer Premises manager