

FIRST AID POLICY

Approved by the Local Governing Board:	Autumn Term 2019
To be reviewed by the Local Governing Board:	Autumn Term 2020

Responsible person(s): Headteacher

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Aims

The aims of our first aid policy are to:

- To identify the First Aid needs in line with, and comply with the Management of Health and Safety at Work Regulations (1992 and 1999), Control of Substances Hazardous to Health regulations (2002), The Equality Act (2010), The School Premises Regulations (England) (2012), The Children and families Act (2014), Managing medicines on School Premises (2014), Guidance on First Aid in Schools (2014), and DFE guidance on Supporting pupils with Medical Conditions (2014).
- 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
- To ensure that First Aid provision is available at all times while students and staff are on school premises, and also off the school premises whilst on school trips and extra curricula activities.

1.1. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Person and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of the training needs of staff.
- To provide sufficient and appropriate resources and facilities.
- To make the School's First Aid and administering medicines arrangements available for staff and parents via the school website and staff network drive.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

1. Legislation and guidance

This Policy is applicable to all students and is relevant to parents and guardians of students at the School. It aims to ensure that there is high standard of medical and first aid provision within the School for all ages. The Governing Body of the School is committed to ensuring that the physical and mental health and well-being of students is promoted, that all students with medical conditions can access and enjoy the same opportunities at the School as any other student and to ensuring that they are able to play a full and active role in School life, remain healthy and achieve their academic potential. The Governing Body will also ensure that the School implements and maintains an effective management system for first aid and for the administration of medicines to all students in its care.

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.

2. Roles and responsibilities

The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teaching staff, non-teaching staff, pupils and visitors (including contractors).

3.1 The Governors must ensure that a risk assessment of the School is undertaken and that the appropriate training and resources for First Aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. Any complaints regarding First Aid or administering medications should be made by following the procedure for complaints as set out in the school's complaint's policy, which can be found on the website.

3.2 The Assistant Headteacher for safeguarding:

Student Services and the Designated Safeguarding Lead (DSL) are responsible for putting the policy into practice and for developing detailed procedures in Line Management of the Appointed Person.

3.3 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students, this will be secured by reading and understanding Individual Health Care Plans and Education Health Care Plans for SEND students as identified by the SENDCO, of the students they teach and take out of school on trips and extra-curricular activities; by reading and understanding this policy; by referring any concerns they might have about the health of a student to the school's safeguarding team via CONFIDE and the Inclusion Management Team (IMT); and by enabling any child or young person who reports as feeling unwell to be assessed by a First Aider.

3.4 It is the parent/carer's responsibility to send their child to school, and to make the decision as to whether their child is fit enough to attend school or not. They must also inform the Appointed Person/student Welfare, of any changes in relation to their child's medical condition if and when changes occur.

Parent/carers are asked to complete the medical section on the admission form on induction, including medical needs and contact numbers. Any changes to this information must be notified to the school immediately. This is the responsibility of the parents/carer. (Appendix 1)

Where medication is supplied via the parent to the school for distribution at school, parent/carers have responsibility to note expiry dates and to ensure that all medication kept in school is within date. They must deal with the correct disposal and replenishment as necessary.

3.5 It is individual student's responsibility that where possible, each person will manage their own indicators of health, ensuring that they report to an adult in the school if they feel unwell and that where agreed, they manage their own medication; for example, reporting as appropriate to the First Aid room to measure bloods and take prescribed medication in the case of diabetes. It is also the individual student's responsibility to report to Welfare who will then contact parent/carers if the student has felt, or become unwell or suffered minor injuries in the course of the school day, unless otherwise indicated on the policy.

3.6 The First Aider will notify parent/carers if their child is so unwell that they require immediate collection from school. Students are not permitted to make this decision - they must not phone or text parent/carers and request to be collected. If a student is unwell, they must attend the Welfare Office, where they will be

assessed and appropriate action taken. First Aiders in school cannot diagnose medical conditions. They are trained to assess whether or not a child or young person is fit enough to attend lessons. If this is deemed not to be so, it is the parent/ carer's responsibility to take over immediate care of the student. The appointed person will be known as The First Aid Officer, and will have undertaken emergency first aid training. S/he will:

- Assess children and young people who present as feeling unwell and take appropriate action, which shall be recorded on SIMs for tracking of such occasions.
- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment e.g. re-stocking the first aid boxes.

3.1 Appointed person(s) and first aiders

The school's appointed **person is Mrs Mathys (Welfare Officer)**. She is 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 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
- Keeping their contact details up to date

Our school's **appointed person(s) and/or first aiders** are listed in appendix 1. Their names will also be displayed prominently around the school.

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 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
- Completing accident reports 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

3. 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 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/carers 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 relevant member of staff will contact parents immediately
- The first aider/relevant member of staff/student 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
- Parents' contact details

Risk assessments will be completed by the lead trip person prior to any educational visit that necessitates taking pupils off school premises. This will be done via Hermes and signed off by the Assistant Head.

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

In order for students with asthma to take part in a school trip/visit students with asthma must have one asthma pump on their person at all times. Students with Anaphylaxis must have two EPI pens on their person at all times. Failing to produce this medication on the day of the trip will result in the child staying in school and not going on the trip.

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 Site Team Office – Kit 1
- The Kitchen – Kit 2 & Kit 3
- Reception (at the desk) – Kit 4
- The Welfare Office – Kit 5
- The Enhanced Learning Provision (ELP) – Kit 6
- The D&T Office – Kit 7
- The Business & Computing Office – Kit 8
- The PE Office – Kit 9
- The ICT Office – Kit 10
- The Science Department Preparation Room – Kit 11
- Room AR3 – Kit 12
- The Front Building – Kit 13
- Mini Bus 1 – Kit 14
- Mini Bus 2 – Kit 15

5. Record-keeping and reporting

6.1 First aid and accident record log

- 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 and will be recorded on the School's information management system (SIMS) in the Profile Medical Section.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.

- 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 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 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.

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 arrangements

This policy will be reviewed by the DSL every two years.

At every review, the policy will be approved by the Headteacher/ full governing board.

8. 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

9. First Aid & Intimate Care – Covid 19

Usual First Aid practices apply, including the use of PPE and dealing with bodily fluids. In addition:

Use of PPE

- a. The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
- b. Gloves should be worn for all first aid.
- c. A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- d. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- e. Disposable equipment should be put in the clinical waste bin. Reusable equipment must be thoroughly cleaned before use by anyone else.
- f. Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.

Coronavirus Symptoms

- a. If anyone becomes unwell with a new, continuous cough or a high temperature, has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. While they are waiting for collection, they will sit in the Welfare Room with the door closed.
- b. If they need to go to the toilet while waiting to be collected, they will use the Disabled Toilet.
- c. The room and toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- d. In an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. We will not take them to the urgent care centre or a hospital.

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

All staff receive basic First Aid training annually.

Staff member's name	Role
Mrs K Mathys	<p style="text-align: center;">Welfare Officer First Aider – First Aid at Work (Primary Contact)</p>
Mr R Fallon	<p style="text-align: center;">Finance Officer First Aiders – First Aid at Work</p>
Miss G Turner	<p style="text-align: center;">Attendance Manager First Aiders – First Aid at Work</p>
Mr L Croucher	<p style="text-align: center;">IT Officer First Aiders – First Aid at Work</p>
Miss L Hansford	<p style="text-align: center;">Teacher/Head of Department PE Department First Aiders – First Aid at Work</p>
Mr Bowden	<p style="text-align: center;">Teacher PE Department First Aiders – First Aid at Work</p>
Mrs V Simmons	<p style="text-align: center;">Manager Site Team First Aiders – First Aid at Work</p>
Mrs C Rogers	<p style="text-align: center;">Deputy Safeguarding Lead Safeguarding Officer First Aiders – First Aid at Work</p>
Miss J Walsh	<p style="text-align: center;">Teaching Assistant Enhanced Learning Provision (ELP)</p>

	First Aiders – First Aid at Work
Mr C Mathys	Senior Leadership Team (SLT) First Aiders – Emergency First Aid
Ms L Rus	Teacher/Head of Department Mathematics Department First Aiders – Emergency First Aid
Ms V Ongley	Teacher/Head of Department Performing Arts Department First Aiders – Emergency First Aid
Mr S Alabi	Teacher Science Department First Aiders – Emergency First Aid
Ms L Hyde	Examinations Officer Main Office/Examinations Office First Aiders – Emergency First Aid
Mrs E Perry	Data Manager Data Office First Aiders – Emergency First Aid
Miss L Smith	Headteacher’s Personal Assistant (PA)/Admissions Officer PA Office First Aiders – Emergency First Aid
Mrs K Weighill	Human Resources (HR) Manager HR Office First Aiders – Emergency First Aid
Mrs A Wood	Teaching Assistant Enhanced Learning Provision (ELP) First Aiders – Emergency First Aid
Mrs M Byrne	Teaching Assistant

	First Aiders – Emergency First Aid
Ms T Omishola	Teaching Assistant First Aiders – Emergency First Aid

Unwell Person Flowchart

