



Forwards Centre

Part of Bolton Impact Trust

The Forwards Centre First Aid Policy

Reviewed By	Academy Lead
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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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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 person is Damien Mills. 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 local governing body

The local governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the academy leads and staff members.

3.3 The Academy Lead

The academy lead 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/appointed person] is not called
- Informing the academy lead 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, a member of the leadership team 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 school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - 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 Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

A typical first aid kit in our school will include the following:

- › 10 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

No medication is kept in first aid kits.

First aid kits are stored in:

- › The staff room
- › Reception (at the desk)
- › Individual classrooms
- › The school kitchens
- › Family Room (kitchen area)

6. Defibrillators

An AED (Automated External Defibrillator) is a computerised life-saving medical device that will analyse the heart rhythm to detect cardiac arrest and will deliver an electric shock to the heart if necessary – this is called defibrillation. The aim of an AED (Automated External Defibrillator) is to increase the rate of survival of people who have sudden cardiac arrests. AEDs make it possible for both trained and non-trained people to administer defibrillation prior to the arrival of emergency medical services. Where possible the AEDs will be used by first aid trained members of staff, but it should be noted that this should not cause any delay in deployment of the AED which can be successfully operated by a person with no training.

- We have 1 AED in school
- The AED is stored in the main office.
- All staff members are aware of the AED's location and what to do in an emergency.

- A risk assessment regarding the storage and use of AEDs at the school and college has been carried out.
- The emergency services will always be called where an AED is used, or requires using.
- All first aiders have been trained to use the AED.

7. Record-keeping and reporting

7.1 First aid and accident/incident records

- Minor accidents and injuries (typically small cuts, minor abrasions and minor bruises) that require first aid (plasters, antiseptic wipes, cold compress) will be recorded on an accident in school form in CPOMS (see appendix 3).
- The accident in school 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 a parent or carer will be notified.
- Details of any accidents/incidents that result in more severe types of injury (typically bite marks, severe bruising (black eye), large cuts, concussion, severe swelling, muscular injuries) should be recorded in the accident/incident form (appendix 2).
- The accident/incident form (appendix 2) will also be used to record the details of any near misses that have occurred on the school premises.
- A copy of the accident report form will also be added to the pupil's educational record by the office supervisor.
- 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.

7.2 Reporting to the HSE

The academy lead 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 academy lead will report any such accident to the trust central team.

The academy lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the academy lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

6.4 Reporting to Ofsted and child protection agencies (early years only)

The academy lead supported by the trust leadership team 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 academy lead will also notify Bolton Safeguarding in Education Team and any other relevant agency working with the child of any serious accident or injury to, or the death of, a pupil while in the school’s care.

8. 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.

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.

Anaphylaxis and asthma training

Defibrillator operation

Administering prescribed medication

9. Monitoring arrangements

This policy will be reviewed by the academy lead annually.

At every review, the policy will be approved by the academy lead.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Supporting pupils with health needs who cannot attend school
- Risk assessments

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Damien Mills	Senior Learning Mentor	01204 333660
Qasid Iqbal	Lead Learning Mentor	01204 333660
Andrew Tuke	Learning Mentor	01204 333660
Stephen Kennedy	Teacher	01204 333660
Jennifer Atherton	Learning Mentor	01204 333660
Louise Sellers	Learning Mentor	01204 333660
Alistair Papworth	Learning Mentor	01204 333660
Suhel Lala	Learning Mentor	01204 333660
Jacquie Jones	Learning Mentor	01204 333660
Jacquie Latham	Teacher	01204 333660
Johnny Allen	Learning Mentor	01204 333660
Michael Hope	Learning Mentor	01204 333660
Zahoor Patel	Teacher	01204 333660
Mick Brandwood	Teacher	01204 333660
Victoria Rudge	Lead Learning Mentor	01204 333660

Appendix 2: accident/incident report form

1. Injured Person	
<input type="checkbox"/> Employee	Student/pupil <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Other
Forename: _____	Surname: _____
Address: _____	Age: _____
Postcode: _____	Telephone No: _____
	Occupation: _____
2. Accident/Incident Details	
<input type="checkbox"/> Accident <input type="checkbox"/> incident (e.g. violence/aggression) <input type="checkbox"/> Near Miss	
Location of the accident:	Date & time:
Informed by who:	
Description of accident/incident <i>(continue on separate sheet if needed):</i>	
If the injured person is an employee were they engaged in work at the time of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What was being done at the time of the incident:	
Is the injured person absent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, date absent from: _____ to: _____ or Still Absent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Injury Details	
Nature of the injury <i>(e.g. fracture, sprain, cut, include part of the body injured)</i>	
First aid given by <i>(inc job title)</i> :	
First aid treatment given <i>(i.e. compress, plaster)</i> :	
Was the injured person taken to hospital from the scene: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes how long for in days? _____	
4. Witnesses	
Name	Name
Address	Address
Contact Number	Contact Number
Are witness statements attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Report Details			
Accident reported to <i>(i.e. Manager, supervisor, 1st Aider (inc name))</i> :			
Reported on <i>(date)</i>		Time:	
Signed by injured person <i>(if employee)</i> :			
Parent guardian informed:			
<i>(please specify which parent/guardian)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date
Details:			
Other – please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date
6. Accident Investigation <i>(to be completed by academy lead/responsible person)</i>			
Carried out by:			
Position/occupation:			
Contact No:			
Details of investigation			
What has been done to prevent reoccurrence?			
Do general risk assessments require updating? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what additional risk control measures are needed / recommended?			
Is additional information, instruction and training required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, detail what action has been taken:			
Signed:		Date:	

7. For Internal use only	
Reported to the HSE:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reported by:	Date:
Comments:	
Reported to Trust :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reported by:	Date:
Comments:	
Signed:	Date:

Appendix 3: accident in school form



CPOMS

Dashboard

Reporting

Planner

Library

Admin

Account Settings

Support

Live Chat

Forwards Centre

+ Add Incident

Remind Me

Hide Names

Blank Screen



Location where the accident/injury occurred

Please specify the place where the accident/incident occurred.

Date and Time that accident/injury occurred

Please confirm the time and date that the accident/injury occurred.

How did the accident/injury happen?

Please provide details of how accident/injury occurred.

Description of the injury sustained.

Please specify what type of injury was sustained and to which area of the body (Please use body map also).

First Aid Required?

Please confirm if first aid was required and if so specify what exactly was applied and by who,.

Parents/Carers contacted

Please confirm the full name of the parent /carer who was contacted.

Submit Incident