



# First Aid Policy

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## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. First aid procedures .....	4
5. First aid equipment.....	6
6. Defibrillators .....	6
8. Training .....	9
9. Monitoring arrangements .....	9
10. Links with other policies .....	9
Appendix 1: List of first aiders.....	10
Appendix 2: Accident report form .....	11

## 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: Ruth Jackson

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Sumaiya Lala is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

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 appointed 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 first aid 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 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:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
  - 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
  - 1 pair scissors
  - 1 foil blanket
  - Porous tape
- Information about the specific medical needs of pupils

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 staff member leading the activity 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:

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 26 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 12 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 6 sterile moist wipes
- 3 pairs of disposable gloves
- 2 eye wash pods

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Mezzanine kitchen
- Vocation areas (construction, hair and beauty)
- Polytunnel
- Schofield Suite (kitchen)
- English classroom (JP)
- Pupil Reception
- School vehicles

## **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 main reception
- 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.
- Staff who have first aid training have received basic training on AED usage.

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

### **7.1 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 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.

Selected staff have undertaken diabetes training and training on the administration of 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 first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Ruth Jackson	Office Manager	<a href="mailto:jacksonr@boltonimpacttrust.org.uk">jacksonr@boltonimpacttrust.org.uk</a>
Joy Plowes	Teacher	<a href="mailto:plowesj@boltonimpacttrust.org.uk">plowesj@boltonimpacttrust.org.uk</a>
Nicola Jones	Enrichment Co-ordinator	<a href="mailto:jonesn@boltonimpacttrust.org.uk">jonesn@boltonimpacttrust.org.uk</a>
Kelly Shacklady	Vocational Lead	<a href="mailto:shackladyk@boltonimpacttrust.org.uk">shackladyk@boltonimpacttrust.org.uk</a>

## Appendix 2: Accident 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:  Informed by who:	Date & time:
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"/>	
What was being done at the time of the incident:	
Is the injured person absent? <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes, date absent from: _____ to: _____ or Still Absent? <input type="checkbox"/> Yes <input type="checkbox"/>	
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	
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes how long for in days?	
4. Witnesses	

Name

Address

Contact Number

Are witness statements attached?

Name

Address

Contact Number

Yes

No

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

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: