



FIRST AID POLICY

Document Control - Policy Amendments

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Policy Review

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1. Aims

This policy aims to;

- 1.1 Ensure the health and safety of all staff, pupils and visitors
- 1.2 Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
- 1.3 Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation

- 2.1 This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), 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 \(RIDDOR\) 2023](#), 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 sets out rules on the retention of accident records
- [The Education \(Independent Schools Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical therapy needs of pupils

- 2.2 This policy complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

- 3.1 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times
- 3.2 All schools will have an appointed person to take charge of first aid arrangements; the appointed person does not need to be a trained first aider

Appointed persons and first aiders

- 3.3 The appointed person(s) at each school 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

- 3.4 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

Keeping their contact details up to date

- 3.5 The school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

The board of trustees

- 3.6 The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school.

The headteacher

- 3.7 The headteacher is responsible for local implementation of the policy, including:
- Ensuring that an appropriate number of appointed persons and 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
 - 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)

School staff

- 3.8 All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person(s) in school are
- Completing accident reports for all incidents they attend where a first aider or appointed person is not called
- Informing the headteacher or their manager of any specific health concerns or first aid needs

4. In school first aid procedures

In the event of an accident resulting in injury:

- 4.1 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
- 4.2 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
- 4.3 If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 4.4 The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 4.5 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/carers
- 4.6 If emergency services are called, a member of the senior leadership team will contact parents/carers immediately
- 4.7 The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

5. Off-site first aid procedures

- 5.1 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:
 - 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

- Information about the specific medical needs of pupils
- Parents / carers' contact details

5.2 When transporting pupils in 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 × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

5.3 Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises

5.4 The procedure for in school first aid will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip)

5.5 Where schools have an early years setting there will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage

5.6 If schools is not an early years setting then there will always be at least 1 first aider on school trips and visits

6. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 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

6.2 No medication is kept in first aid kits

6.3 First aid kits are stored in:

- The medical room downstairs
- The upstairs PPA room
- All science labs

- All design and technology classrooms
- School vehicles
- Food technology room
- All first aiders have a first aid kit grab bag

7. First aid and accident records

- 7.1 An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- 7.2 As much detail as possible should be supplied when reporting an accident
- 7.3 For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the school administrator
- 7.4 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 in line with the trust's retention schedule

8. Reporting to the HSE

- 8.1 The school Business Manager / Office Manager 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)
- 8.2 The school Business Manager / Office Manager 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

- 8.3 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 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 school Business Manager / Office Manager 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

8.4 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 where the person is taken directly from the scene of the accident to hospital for treatment

8.5 *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 is organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors)

8.6 Information on how to make a RIDDOR report is available here – [How to make a RIDDOR report, HSE](#)

9. Notifying parents

9.1 The school Business Manager / Office Manager at schools with early years settings will inform parents / carers 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

9.2 Parents / carers will be informed if emergency services are called

10. Training

10.1 All staff are able to undertake first aid training if they would like to

10.2 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

10.3 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

10.4 For schools with early years settings, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every 3 years.

Appendix 1: List of Appointed person(s) for first aid and trained first aiders

Staff Name	Role	First aid qualification	Contact details
Rachel Wibrow	Level 4 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Gina Rudderham	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Lindsay Winters	Site Manager	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Yvonne Skillern	Headteacher	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Jacqui Moden	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Emma Tower	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Maria Melerski	Teacher	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Natalie Pearce	Level 2 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Nicola Harlock	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Katie Vanns	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Sheila Wood	Level 1 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Jess O'Shea	Level 1 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy
Nichelle Kelly	Level 3 TA	Emergency First Aid at Work Paediatric First Aid	c/o Highfield Littleport Academy