



## First aid policy

LAST REVIEW DATE		REVIEW PERIOD	
NEXT REVIEW DATE		APPROVED BY	

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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 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 Isabel McNally, Medical Officer. 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 for staff accident reporting, pupil accident reporting is reported/logged on the Academy's behaviour system (Sleuth))
- 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 authority and governing board**

Essex County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

#### **3.3 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 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 (see appendix 2 for staff accident reporting, pupil accident reporting is reported/logged on the Academy's behaviour system (Sleuth)) for all incidents they attend to where a first aider is not called
- Informing the headteacher 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 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 staff member of the administration team will contact parents immediately

- The lead trip/visit staff member, 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/visit staff member 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.

## **5. 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
- PE hall
- Science classroom
- Food technology classroom
- Design and technology classroom
- The school kitchen
- School vehicles
- Every residential house
- Staff Preparation room.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- 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
- 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 is recorded pupil's educational record by the academy's behaviour system (Sleuth)
- 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 Premises 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).

The Premises Manager or Headteacher 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>

### **6.3 Notifying parents**

The first aider will inform parents 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.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher 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 will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

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

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

## **9. 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


## Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
Amelia Baker	Instructor	01277 624580/abaker@ramsdenhall.org.uk
Matt Baker	Night Awake Officer	01277 624580/mbaker@ramsdenhall.org.uk
Sandra Barrett	Teacher	01277 624580/sbarrett@ramsdenhall.org.uk
Dave Birch	Instructor	01277 624580/dbirch@ramsdenhall.org.uk
Cliff Bosdet	Instructor	01277 624580/cbosdet@ramsdenhall.org.uk
Ryan Carter	Instructor	01277 624580/rcarter@ramsdenhall.org.uk
Sharon Clarke	Assistant Cook	01277 624580/stclarke@ramsdenhall.org.uk
Emma Cooper	Behaviour Co-ordinator	01277 624580/ecooper@ramsdenhall.org.uk
Tara Cordrey	Head of Residential	01277 624580/tcordrey@ramsdenhall.org.uk
Caroline Evenett	Senior Child Care Officer	01277 624580/cevenett@ramsdenhall.org.uk
Emily Hawkes	Head Cook	01277 624580/ehawkes@ramsdenhall.org.uk
Ryan Hodgson	Teacher	01277 624580/rhodson@ramsdenhall.org.uk
Mandy Mclver	Transition Manager	01277 624580/amciver@ramsdenhall.org.uk
Isabel McNally	Medical Officer	01277 624580/imcnally@ramsdenhall.org.uk
Claire Parker	Engagement Manger and DSL	01277 624580/cparker@ramsdenhall.org.uk



Adam Robbins	Teacher	01277 624580/arobbins@ramsdenhall.org.uk
Alan Wells	Deputy Headteacher	01277 624580/awells@ramsdenhall.org.uk
Pauline Wright	Child Care Officer	01277 624580/pwright@ramsdenhall.org.uk

## Appendix 2: staff accident report form

		<b>ACCIDENT REPORT AND INVESTIGATION FORM</b>	
<b>PART A</b>			
<b>Section 1: ABOUT THE INJURED PERSON</b>			
Surname		Forename	
Staff Number		Work Tel Number	
Home Address (including postcode)		Home Tel Number	
Date of Birth		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Job Title		Unit & Sub Unit	
Is the person involved a: <input type="checkbox"/> employee? <input type="checkbox"/> visitor? <input type="checkbox"/> pupil? <input type="checkbox"/> contractor? <input type="checkbox"/> Other?_____			
<b>Section 2: WHEN DID THE ACCIDENT HAPPEN?</b>			
Date of the accident		Time of the accident	
Did this happen during your normal working hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are the normal working hours?	
<b>Section 3: WHERE DID THE ACCIDENT HAPPEN?</b>			
Address of the location where the accident happened?		Department/ location where the accident happened?	
<b>Section 4: WHAT HAPPENED?</b>			
Description of Accident Event (include work activities, physical environment, equipment used, condition etc where applicable)			
<b>Section 5: ABOUT THE INJURY?</b>			

<ul style="list-style-type: none"> <li><input type="checkbox"/> Cut to skin</li> <li><input type="checkbox"/> Puncture or penetration wound</li> <li><input type="checkbox"/> Abrasion</li> <li><input type="checkbox"/> Bruising</li> <li><input type="checkbox"/> Sprain/Strain</li> <li><input type="checkbox"/> Dental</li> <li><input type="checkbox"/> Dislocation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Crush</li> <li><input type="checkbox"/> Fracture</li> <li><input type="checkbox"/> Amputation</li> <li><input type="checkbox"/> Embedded object</li> <li><input type="checkbox"/> Eye injury</li> <li><input type="checkbox"/> Fatal Injury</li> <li><input type="checkbox"/> Hair pulling</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Heat Burn</li> <li><input type="checkbox"/> Cold Burn</li> <li><input type="checkbox"/> Chemical Burn</li> <li><input type="checkbox"/> Ingestion of toxic substance</li> <li><input type="checkbox"/> Shock</li> <li><input type="checkbox"/> Musculoskeletal</li> <li><input type="checkbox"/> Stress/trauma</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inhalation of fumes</li> <li><input type="checkbox"/> Concussion</li> <li><input type="checkbox"/> Electric Shock</li> <li><input type="checkbox"/> Suffocation</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>
Part and side of body affected (e.g. left, right, hand, arm, etc)			

Section 6: CAUSE OF THE ACCIDENT?						
<input type="checkbox"/> Physical contact (not assault)	<input type="checkbox"/> Fire	<input type="checkbox"/> Moving vehicle	<input type="checkbox"/> Bite	<input type="checkbox"/> Chemical exposure	<input type="checkbox"/> Falling objects	<input type="checkbox"/> Physical assault
<input type="checkbox"/> Collapse of structure	<input type="checkbox"/> Contact heat	<input type="checkbox"/> Sport or physical training	<input type="checkbox"/> Struck against	<input type="checkbox"/> Contact electricity	<input type="checkbox"/> Infectious agent	<input type="checkbox"/> Psychological
<input type="checkbox"/> Hazardous substance	<input type="checkbox"/> Fall from height	<input type="checkbox"/> Road traffic accident	<input type="checkbox"/> Struck by	<input type="checkbox"/> Machinery in operation	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Stress/trauma
		<input type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Other (please specify)			
Section 7: FOLLOWING THE ACCIDENT						
Was first aid treatment given?	<input type="checkbox"/> Yes	By Whom				
	<input type="checkbox"/> No	Why not				
Immediately following the accident the injured person:		<input type="checkbox"/> Continued working	<input type="checkbox"/> Was sent home	<input type="checkbox"/> Referred to GP		
Was the injured person taken to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which hospital?		<input type="checkbox"/> By ambulance	<input type="checkbox"/> By car	
Section 8: WITNESS INFORMATION/DETAILS						
Were there any witnesses to the accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Witness				
Witness statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact number				
Section 9: YOUR DETAILS						
Reported by		Job Title				
Date		Signature				
PART B						
To be completed by the Line Manager directly responsible for this person or their work. Please answer questions as fully as possible and provide evidence, photographs, documentation etc where possible.						
Section 10: ABOUT THE LINE MANAGER/SUPERVISOR						
Name		Job Title		Contact No.		
Section 11: ABSENCE						
Period of time affected person expected to be absent from work?	<input type="checkbox"/> None <input type="checkbox"/> 1 – 4 hours <input type="checkbox"/> 1 day	<input type="checkbox"/> 2 days <input type="checkbox"/> 3 – 6 days <input type="checkbox"/> Over 7 days	Has the injured person returned to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it reportable under RIDDOR?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 12: ABOUT THE ACCIDENT EVENT						
What were the immediate causes?						
What were the root causes?						
Was the injured person authorised to undertake this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the injured person received training for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Is there a risk assessment for this activity?	<input type="checkbox"/> Yes (please attach a copy of the risk assessment) <input type="checkbox"/> No (please review your current risk assessments)					
Section 13: CORRECTIVE & PREVENTATIVE ACTION						
What preventative actions are being taken following the accident? (tick relevant boxes)	<input type="checkbox"/> Additional supervision <input type="checkbox"/> Training <input type="checkbox"/> Modifying existing systems of work <input type="checkbox"/> Repair to premises	<input type="checkbox"/> Review risk assessment <input type="checkbox"/> Review maintenance procedures <input type="checkbox"/> No further action required <input type="checkbox"/> Consider for recording on violent markers register				
Ref	Action	By Whom	By When	Completed		
1						

2				
<b>Section 14: ANY OTHER COMMENTS/RECOMMENDATIONS</b>				
Signature		Date		

## Appendix 3: first aid training log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>First Aid at Work and Outdoor Award in 1s aid</i>	Adam Robbins	15/10/2018	16/10/2021
<i>First Aid at Work</i>	Caroline Evenett and Matt Baker	30/03/2017	31/03/2020 (extended due to COVID-19)
<i>First Aid at Work</i>	Dave Birch	05/02/2018	05/02/2021
<i>First Aid at Work</i>	Isabel McNally	01/07/2019	02/07/2022
<i>First Aid at Work</i>	Mandy McIver	21/02/2019	22/02/2021
<i>First Aid at Work</i>	Tara Cordrey	13/01/2020	14/01/2023
<i>First Aid at Work</i>	Cliff Bosdet	03/02/2020	04/02/2023
<i>Emergency First Aid at Work</i>	Amelia Baker, Claire Parker, Ryan Carter, Ryan Hodgson, Pauline Wright, Sandra Barrett	07/11/2019	08/11/2022
<i>Level 3 Paediatric &amp; Outdoor First Aid</i>	Sandra Barrett	02/07/2018	03/07/2021
<i>Emergency First Aid at Work</i>	Emma Copper, Alan Wells	21/01/2020	22/01/2023
<i>Emergency First Aid at Work</i>	Sharon Clarke	02/01/2020	03/01/2023
<i>Emergency First Aid at Work</i>	Emily Hawkes	07/01/2023	08/01/2023