



Ramsden Hall Academy

First Aid Policy

LAST REVIEW DATE	January 2023	REVIEW PERIOD	Yearly
NEXT REVIEW DATE	January 2024	APPROVED BY	Governing Body

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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

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.
- 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.

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

No medication is kept in first aid kits.

First aid kits are stored in:

School

- The medical room
- PE hall
- Science classroom
- Food technology classroom
- Design and technology classroom
- Art classroom
- The school kitchen
- School vehicles

- Staff room
- Pupil support Office

Residential

- The Diner
- Head of Cares Office
- Staff Care Office
- Staff Sleeping 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 in the 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
- All first aid incidents for pupils will be recorded on Sleuth
- All first aid incidents for staff will be recorded in the medical file on the staff drive.

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 the CEO of any serious accident, illness or injury to, or death of, a pupil while in the school's care within 1 hour of the incident happening, for advice and guidance. The Headteacher will also formally notify Ofsted as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher 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 maintain their first aid status, by retraining as necessary.

8. Monitoring arrangements

The Headteacher will review this policy 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	Teacher	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	Teacher	01277 624580/rcarter@ramsdenhall.org.uk
Sharon Clarke	Assistant Cook	01277 624580/stclarke@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
Isabel McNally	Medical Officer	01277 624580/imcnally@ramsdenhall.org.uk
Nikki Donovan	Senior Residential Care Officer	01277 624580/ndonovan@ramsdenhall.org.uk
Adam Robbins	Teacher	01277 624580/arobbins@ramsdenhall.org.uk
Sian Moss	Residential Child Care Officer	01277 624580/smoss@ramsdenhall.org.uk
Pauline Wright	Child Care Officer	01277 624580/pwright@ramsdenhall.org.uk

Appendix 2: Staff accident report form

About the person affected by this accident

Full name of affected person:

Is the affected person an employee?

☐ Yes ☐ No

Status of the Non-Employee:

You have selected non-employment status as 'other', please provide the status below:

Contractor name (if available):

Affected person's telephone number (if available):

Affected person's e-mail (if available):

Affected persons Job Role (if relevant and available):

Do you know the address of the injured party?

☐ Yes ☐ No

Address Line 1:

Address Line 2

Address Line 3

Town/ City:

County

Postcode:

Age of the injured party:

Gender of the injured party:

About the Accident

Select the location of the incident:

Other location:

Describe where on the premises or outside space this happened?

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Injury Sustained

Injuries sustained:

Other not known: Please explain why it is not known:

Please describe the natural cause:

In the list above, did you select any of the injuries specified under RIDDOR Reportable?

☐ Yes ☐ No

Was the non-employee taken directly to hospital for treatment of that injury?

☐ Yes ☐ No

Was the injury as a result of a playtime or sporting activity?

☐ Yes ☐ No

Did this incident result in death of the affected person?

☐ Yes ☐ No

Injury location(s)

Injury details:

Please confirm that the incident resulted in the affected person losing consciousness due to a head injury or asphyxia:

☐ Yes ☐ No

Was first aid treatment received?

☐ Yes ☐ No ☐ Not applicable

Who gave the first aid treatment?

What treatment was given:

What work/ activity was being undertaken at the time of the incident?

Incident Type

Main contributory factor involved in the incident:

What was the other cause:

What was the apparent cause of the Accident?

What was the fall from height in metres?

Describe in as much detail as possible what happened:

Was there any property, equipment or vehicle damaged as a result of this incident?



Yes



No

Please describe how the damage was caused:

What damage was caused:

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Injury Sustained

Injuries sustained:

Other not known: Please explain why it is not known:

Please describe the natural cause:

In the list above, did you select any of the injuries specified under RIDDOR Reportable?

☐ Yes ☐ No

Was the non-employee taken directly to hospital for treatment of that injury?

☐ Yes ☐ No

Was the injury as a result of a playtime or sporting activity?

☐ Yes ☐ No

Did this incident result in death of the affected person?

☐ Yes ☐ No

Injury location(s)

Injury details:

Please confirm that the incident resulted in the affected person losing consciousness due to a head injury or asphyxia:

☐ Yes ☐ No

Was first aid treatment received?

☐ Yes ☐ No ☐ Not applicable

Who gave the first aid treatment?

What treatment was given:

Why was first aid treatment not required:

Was treatment by a medical professional required? ☐ Yes ☐ No ☐ Not applicable

Was the person absent from work following the accident? ☐ Yes ☐ No

Is this person likely to be absent from work for a period of 7 consecutive days, or is unable to return to full duties within 7 days? ☐ Yes ☐ No

The first full day the affected person was away from work

Has the person returned to work ☐ Yes ☐ No ☐ Not applicable

Date person returned to work:

In what capacity did the person return to work

Do you have any documentation that you wish to upload relating to this injury? ☐ Yes ☐ No

If relevant, please attach any relevant documentation relating to the injury:

Were immediate actions needed to prevent a re-occurrence? ☐ Yes ☐ No

What actions were taken to stop a re-occurrence of this incident:

RIDDOR Confirmation

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☐ Yes ☐ No

Please select the city, borough or district in which the premises is located:

Main activity carried out at the incident location:

Work being undertaken at the time of the incident

Witness to incident

Was there a witness to the incident

☐ Yes ☐ No

Name of witness:

Job title of witness (if applicable)

Telephone number of witness (where available)

E-mail address of witness (where available)

Address of witness (where available):

What the person witnessed:

Has a written statement been provided:

☐ Yes ☐ No

Please attach statement:

Was there additional witnesses to this incident?

☐ Yes ☐ No

Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>First Aid at Work and Outdoor Award in 1st aid</i>	Adam Robbins	16/12/2021	17/12/2024
<i>First Aid at Work</i>	Caroline Evenett and Matt Baker	22/09/2020	21/09/2023
<i>First Aid at Work</i>	Dave Birch	21/02/2023	20/02/2026
<i>First Aid at Work</i>	Isabel McNally	08/06/2022	08/06/2025
<i>First Aid at Work</i>	Tara Cordrey	27/02/2023	26/02/2026
<i>First Aid at Work</i>	Cliff Bosdet	20/01/2023	19/01/2026
<i>Emergency First Aid at Work</i>	Amelia Baker and Ryan Carter	06/10/2022	05/10/2025
<i>Emergency First Aid at Work</i>	Ryan Hodgson and Pauline Wright	11/11/2022	10/11/2025
<i>Emergency First Aid at Work</i>	Sian Moss	06/01/2023	05/01/2026
<i>Level 3 Paediatric & Outdoor First Aid</i>	Sandra Barrett	29/11/2021	30/11/2024
<i>Emergency First Aid at Work</i>	Sharon Clarke	18/01/2023	17/01/2026
<i>Emergency First Aid at Work</i>	Emily Hawkes	05/01/2023	04/01/2026