

# Ramsden Hall Academy

## *First Aid Policy*

<b>LAST REVIEW DATE</b>	March 26	<b>REVIEW PERIOD</b>	Yearly
<b>NEXT REVIEW DATE</b>	March 27	<b>APPROVED BY</b>	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 Ezel Hurley, 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))

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 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
- Bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Sterile eye wash
- 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 vehicle
- Redwood
- Animal care
- Premises room

### **Residential**

- The Diner
- Head of Cares Office
- Staff Care Office

First aid kit locations are subject to change; staff will be notified of any such adjustments.

## **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**

A staff member 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**

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>
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
Ryan Carter	Teacher	01277 624580/rcarter@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
Ezel Hurley	Medical Officer	01277 624580/ehurley@ramsdenhall.org.uk
Nikki Donovan	Senior Residential Care Officer	01277 624580/ndonovan@ramsdenhall.org.uk
Adam Robbins	Assistant Headteacher	01277 624580/arobbins@ramsdenhall.org.uk
Mark Tuck	Higher Learning Support	01277 624580/mtuck@ramsdenhall.org.uk
Amber Vincent	Engagement Team Support Worker	01277 624580/avincent@ramsdenhall.org.uk
Elizabeth Field	Higher Learning Support	01277 624580/efield@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