****St** Andrew’s School

A school with Quaker values

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**The St Andrew’s School Trust is a Registered Charity No. 1129232**

First Aid

Policy

Summary of changes

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| Page Ref | Section | Amendment | Date of change |
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Last reviewed date: Spring Term 2025

Adopted by Trustees date:

Next review date: Spring Term 2028

**First Aid Policy – Statement**

All staff are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the students in the school.

1. **Aims**

The aims of our first aid policy are to:

* Ensure the health and safety of all staff, students, and visitors
* Ensure that staff and Trustees 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](https://www.gov.uk/government/publications/first-aid-in-schools), [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and [actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which requires 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](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), 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](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), 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](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The Education (Independent School Standards) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made), which require that suitable space is provided to cater for the medical and therapy needs of students

**3. Roles and responsibilities**

The school will ensure that it has a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

3.1 First aiders

First aiders are trained and qualified to carry out the role (see section 7) and 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 notifying the Administration Assistant when stock is running low so that the contents of these kits can be suitably replenished
* Ensuring that an ambulance or other professional medical help is summoned when appropriate
* 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 students home to recover, where necessary
* Any first aid treatment given by first aiders must be recorded in the accident book which is kept in the staff room. The record must show the date, time and place of incident, name of injured or ill person, details of the injury or illness and what first aid was given, what happened to the person immediately afterwards (e.g., went home, back to class, etc), and the name and signature of person dealing with the accident. The accident book contains individually numbered pages, and the relevant page should be removed and stored securely in the school office locked filing cabinet prior to archiving as per the schools’ retention policy.
* Keeping their contact details up to date

A list of the school’s first aiders is kept in the school office (due to GDPR we do not display this information within this policy).

3.2 The Trustees

The board of Trustees 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.

**3.3 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 students
* Procedures are in place for contacting the students’ carers as soon as possible
* Staff are aware of their right to refuse to give medication or medical treatment and their right to receive appropriate instruction if they volunteer to do so
* 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 in school are
* Completing the accident reports 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 treatment must only be given by qualified first aiders unless such a person cannot be found in a reasonable time
* In the case of a serious or significant incident a report should be made to carers by way of the home-school book, a letter home, or a telephone call. This should be recorded on Schoolpod.
* Take note that it is not school policy to use sticking plasters on minor wounds, and that they must check in any case where a sticking plaster is used that the student is not allergic to them.
* Medication of any kind is not given to students unless the appropriate discussions between staff and parents have taken place and staff have been instructed appropriately in the use of the medication. The procedure for the giving of medication must be followed.
* Staff should be aware that any spillage of blood or body fluid should be dealt with by first-aiders using appropriate techniques learned in first aid training. Disposable gloves are kept next to the accident book and in first aid kits in Upper College, Gym, Minibuses, Staff Room, First Aid Room, Food Tech Room, D&T Room, Classroom, Art Room, Science Room and 8B Classroom for this purpose. There is a yellow bin in the large mobile classroom staff toilet for the disposal of any waste contaminated by bodily fluids.
* Any reportable accidents or incidents are reported properly and promptly online using the RIDDOR website where full details are provided of how and what to report using the following link [Make a RIDDOR report - Overview - HSE](https://www.hse.gov.uk/riddor/reporting/index.htm).

# 4. Students with specific medical conditions

4.1 Health care plans

Students with particular medical conditions will have a health care plan drawn up and agreed with parents and/or health care professionals. Relevant staff are made aware of the requirements of the health care plans.

4.2 Students with medical conditions

# Students will have specific medical conditions entered onto the school’s management information system. Individual student records can be accessed by relevant staff or alternatively a list can be provided by the office staff.5. First aid procedures

5.1 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, 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
* The first aider will decide if the injury requires urgent medical attention and if deemed so, will call an ambulance, some examples of this may be (but not limited to);

Breathing difficulties

Loss of consciousness

Severe bleeding

Severe allergic reaction

Severe burns or scalds

Seizures (not epilepsy related)

Serve chest pain which is not abating

Acute state of confusion (not of normal character)

* If the first aider judges that a student 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, the Administration Assistant will contact parents immediately
* The first aider or 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

**5.2 Off-site proced**u**res**

When taking students 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 students
* Parents’ contact details

Risk assessments will be completed by the Teacher in charge prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 first aider on school trips and visits.

**6. 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 provided at the following points: -

* School Office
* New Build
* Staff Room
* Art Room
* Caretaker’s Shed
* Both Minibuses
* Design and Technology Room
* Science Block
* First Aid Room
* Kitchen in the College

Each kit contains the required first aid requisites.

It will be the responsibility of the Administration Assistant to ensure that contents are complete and in date.

**7. Record-keeping and reporting**

7.1 First aid and accident record book

* An accident form will be completed by the first aider or 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.
* A copy of the accident report form will also be added to the student’s educational record by the Administration Assistant.
* 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 –Chief Finance and Operations Officer 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 –Chief Finance and Operations Officer 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 scalding 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

**7.3 Notifying parents**

The first aider or other appropriate staff member will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**7.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a student 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 Headteacher will also notify Norfolk County Council of any serious accident or injury to, or the death of, a student 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. This is stored on the school network and a copy is available from the school office.

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