

FIRST AID POLICY

Policy number 35

Key Manager	Principal with responsibility for Health and Safety
Ratified by	CEO
Review Dates	Annually
Location of Policy	Staff shared area and NET website
Access to Policy	Open
Policy Context	This Policy applies to all staff and students of the School and to those others offered access to such School resources.

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
Summer 2020	New policy			CEO
Summer 2021				

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

- 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school will appoint a first aid lead. They are responsible for:

- Ensuring there are competent First Aiders when someone falls ill or is injured.
- 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:

- Reacting 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)
- 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 NET and the Local Advisory Board (LAB)

Nene Education Trust 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 body.

The governing body delegates operational matters and day-to-day tasks to the principal and staff.

3.3 The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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)

3.4 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 all incidents they attend to where a first aider is not called
- Informing the principal or their line manager of any specific health conditions or first aid needs in timely fashion

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. Contact will be made with parent/carer.
- 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, with consent of the injured party
- 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, another member of staff will contact parents immediately
- The first aider on the scene 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/Carers contact details

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

Where possible there will always be at least one first aider.

For more information regarding accompanying school trips and visits see Educational visits policy.

5. First aid equipment

First aid kits will be well stocked and checked regularly

The location of first aid kits will be updated regularly and displayed on Health and Safety noticeboards around the school.

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 scene 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
- 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
- A senior member of staff will review the accident book weekly

6.2 Reporting to the HSE

The Principal with responsibility for Health and Safety 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 Principal with responsibility for Health and Safety 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 defined in:

- Death

- 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)

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 pastoral support team 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 Principal 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 Principal with responsibility for Health and Safety 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.

6.5 RIDDOR reporting to the Trust Central Office

All RIDDOR reports will be notified to Nene Education Trust Central Office within 24 hours.

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.

This will be displayed on Health and Safety noticeboards and updated regularly.

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 Principal in charge of Health and Safety.

At every review, the policy will be approved by the Principal and Local Advisory Board

Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Policy on supporting pupils with medical conditions
- Educational Visits policy

Appendix 1: list of first aiders

Staff member's name	Role Qualification(s)	Normal location / Contact No.	Date to be renewed
Stephen Barfoot	Site Supervisor First Aid at Work		24.05.2021
Matthew Butler	PE Teacher Paediatric First Aid	All areas of school	01.02.2022
Rebecca Cowley	Teaching Assistant Emergency Paediatric First Aid	Foundation/ Year 1 Hayden Building	01.02.2023
Roz Ellis	Teaching Assistant Emergency First Aid at Work	Year 6 Hove Building	01.09.2023
Tanya Holmes	Attendance Officer Emergency First Aid at Work	Office Hove Building	01.09.2023
Rachel Jones	Teaching Assistant Emergency First Aid at Work	Year 5 Hove Building	01.09.2023
Laura Joyce	Teaching Assistant Emergency Paediatric First Aid	Nurture Provision Hayden Building	02.09.2023
Sarah Liverton	Teaching Assistant Emergency First Aid at Work	Year 5/6 Hove Building	01.09.2023
Sarah Martin	Teaching Assistant Emergency Paediatric First Aid	Year 3/4 Hayden Building	02.09.2023

Sam Maters	Teacher (Training) Paediatric First Aid	Year 6 Hove Building	22.01.2024
Jess Mawby	Class Teacher Emergency Paediatric First Aid	Foundation Hayden Building	02.09.2023
Kerry Mills	Principal/DSL Paediatric First Aid	Head Office Hove Building	01.02.2022
Edina Moden	Teaching Assistant Emergency First Aid at Work	Year 5/6 Hove Building	01.09.2023
Charlotte Oughton	Teaching Assistant Emergency First Aid at Work	Year 3 Hayden Building	24.05.2021
Demi Owens	Class Teacher Year 1/2 Emergency First Aid at Work	Sapling Class Hayden Building	25.05.2021
Nicola Ribano	Office Administrator Emergency First Aid at Work	Office Hove Building	01.09.2023
Suzanne Robinson	Family & Pastoral Support Officer/DSL First Aid at Work Paediatric First Aid	The Nest Office Hayden Building	24.05.2021 22.01.2024
Amanda Stephens	Teaching Assistant Emergency Paediatric First Aid	Nurture Provision Hayden Building	02.09.2023
Donna Vickers	Teaching Assistant Emergency First Aid at Work	Year 3/4 Hayden Building	01.09.2023

Tamsin Webber	Class Teacher Year 2 Emergency First Aid at Work	Maple Classroom	24.05.2021
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Accident or Incident Form for pupils

DATE &
TIME

Injured or Affected Person

Surname	<input type="text"/>	Forename(s)	<input type="text"/>		
Address	<input type="text"/>	Age	<input type="text"/>	Gender	<input type="text"/>
				Male	<input type="text"/>
		Status	<input type="text" value="PUPIL"/>		
Post Code	<input type="text"/>	Class	<input type="text"/>		

Details of Accident or Incident`

Location of the incident (state name of classroom, sports area etc)	<input type="text"/>				
Witnesses	<input type="text"/>				
Date	<input type="text"/>	Time	<input type="text"/>	Period	<input type="text"/>
Name of the person the accident was reported to	<input type="text"/>				

Details of Injury

Nature (if none write none)

Part of Body

Treatment

☐

No treatment

☐

First aid/ give details of
treatment.....

☐

Ambulance called

☐

Minor Injury letter
given, indicating bumped head
plus sticker

☐

Parents informed – sent home to
monitor

☐

Parents informed to attend Urgent
Care Centre

☐

Minor injury letter given

☐

Parents informed to attend pharmacy

☐

Parents informed to attend dentist

Description of Events leading up to the Accident or Incident

**Signature of person
treating**

TO BE COMPLETED IF PARENTS ARE CONTACTED

Description of Immediate Actions

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Description of Possible Causes

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Review of Options to Prevent Reoccurrence

--

Recommendations

--

Information obtained from parent/medical professionals

Report Completed By

Full Name			
Signature		Date	

Date:	Time:	Name:	Class:		
Type of Injury:		Treatment Given: Cold Compress <input type="checkbox"/> Cleaned &/ or Plastered <input type="checkbox"/> Checked & Monitored injury <input type="checkbox"/> Parents informed <input type="checkbox"/>			
Brief description of incident:		Treated By:			
Name of Parent/Carer Contacted:	Time:				
<p style="text-align: center;">Adverse signs to look for after a bump on the head</p> <p>Can occur at any time within 72 hours</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Disorientation • Confusion • Vomiting • Unusual drowsiness </td> <td> <ul style="list-style-type: none"> • Irritability • Pale • Action out of character </td> </tr> </table>				<ul style="list-style-type: none"> • Disorientation • Confusion • Vomiting • Unusual drowsiness 	<ul style="list-style-type: none"> • Irritability • Pale • Action out of character
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Day	Date	Number of break time incidents	TOTAL	Number of Lunchtime incidents	TOTAL	Number of incidents from PE lesson	TOTAL	Number of incidents at other times	TOTAL	Total number of incidents for children	Number of incidents involving staff	Number of incidents resulting in referrals to medical advice	Number of incidents involving an ambulance	Number of incidents reported to RIDDOR
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														

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Tuesday														
Wednesday														
Thursday														
Friday														

First Aid Tracking Sheet 2020/2021

Term	Number of Breaktime Incidents	Number of Lunchtime Incidents	Number of Incidents from PE Lessons	Number of Incidents at other times	Total Number of Incidents for Children	Number of Incidents Involving Staff	Number of Incidents resulting in referrals to medical advise	Number of Incidents involving an ambulance	Number of Incidents reported to RIDDOR
Term One									
Term Two									
Term Three									
Term Four									
Term Five									
Term Six									