



## First Aid Policy

### Policy Monitoring, Evaluation and Review

This policy is effective for academies within the Rushey Mead Educational Trust.

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### Revision History:

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1.0	February 2018	C Robson	New trust-wide policy.

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## First Aid Policy

### 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

#### For academies with Early Years Foundation Stage:

- This policy is, in addition to the legislation listed above, based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#).

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, the location of the school and the opening hours of

the premises, ensuring that there is a first aider at all times the building is operational. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### **3.1 Appointed person(s) and first aiders**

The school's appointed person(s) 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
- Administers first aid in line with appointed person training

First aiders are trained and qualified to carry out the role ([see section 9](#)) 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
- Keeping their contact details up to date

Our academy's appointed person(s) and first aider(s) are listed in [appendix 1](#). Their names will also be displayed prominently around the school.

### **3.2 Board of Trustees**

The Board has ultimate responsibility for health and safety matters in the academy, but delegates operational matters and day-to-day tasks to the local governing body (or local advisory group), principal and staff members.

### **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 8](#))

### 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 for all incidents they attend to where a first aider/appointed person] 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, the **Principal** will contact parents immediately
- The first aider 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 **visit leader** 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.

For academies with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. Calling the Emergency Services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must;

- State what has happened
- The pupils name
- The age of the pupil
- Whether the casualty is breathing and/or unconscious
- The location of the academy

In the event of the emergency services being called a member of staff should wait by **the front gates** and guide the emergency vehicle into the academy.

If the casualty is a pupil, their parents should be contacted immediately and provided with all the information. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for pupils and staff are clearly located **in the main office and SIMs**.

## 6. First Aid for Non-Employees

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that the incident is reported in accordance with [section 8](#).

## 7. 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:

**Staff room**

**Infant medical room**

**Junior medical room**

**Main office**

## **8. Record-keeping and reporting**

### **8.1 Reporting**

Where an incident occurs that falls under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it must be reported to the Corporate Health & Safety Team at the Local Authority by the quickest possible means, including entering it on the SO2 incident database. RIDDOR is explained in full at: [www.hse.gov.uk](http://www.hse.gov.uk). Please refer to the Health and Safety Executive for a full list of the types of incidents that fall under RIDDOR at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>. The Corporate Health & Safety Team will ensure that the incident is logged with the HSE.

In addition, all of the following must be reported to the Corporate Health & Safety Team by entering details using an SO2 Incident Report:

- All accidents/incidents etc. to employees/members of the public;
- All accidents/incidents to pupils/students that result in the injured person receiving or being advised to seek professional medical attention (Doctor, Nurse, Hospital, etc.);
- Any incident that it is perceived might give rise to litigation;
- Any incident that results in a person leaving the site prematurely as a result of the injury;
- Any head injury.

All other incidents must be recorded at the establishment using an appropriate log or database so that overall accident trends can be identified, allowing actions to reduce them to be devised and prioritised. The suitability and sufficiency of the local arrangements for recording accidents and incidents not reported to the Corporate Health & Safety Team will be reviewed during Health and Safety Audits.

In the event of a record being entered, whoever is recording the incident should write what happened, when (date and time) and where it happened. The entry should be signed and dated, and inserted in pen.

### **8.2 First aid and accident record book**

The accident file is located in the Pas office. Copies of recorded accident forms are stored in the Pas office.

- An accident form will be completed by the **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, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by the **admin staff**

### 8.3 Notifying parents

The **Principal** will inform parents of any notifiable accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 8.4 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** will also notify **Leicester City Safeguarding board** of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 9. 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 2).

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

For academies with Early Years Foundation Stage provision, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## 10. Monitoring arrangements

This policy will be reviewed by the Executive Team every 2 years.

At every review, the policy will be approved by the Board of Trustees.

## 11. Links with other policies

This first aid policy is linked to the Health and safety policy, risk assessments and the policy on supporting pupils with medical conditions



**12. Appendix 1: list of appointed person(s) for first aid and/or trained first aiders**

Staff member's name	Role	Contact details

### 13. Appendix 2: 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>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			