



## FIRST AID POLICY

### Policy number 35

Key Manager	<b>Principal with responsibility for Health and Safety</b>			
Ratified by	<b>CEO</b>			
Review Dates	<b>Annually</b>			
Location of Policy	<b>Staff shared area and NET website</b>			
Access to Policy	<b>Open</b>			
<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised By</b>	<b>Approved By</b>
Summer 2020	New policy			CEO
Summer 2021				
Policy Context		<b>This Policy applies to all staff and students of the School and to those others offered access to such School resources.</b>		

#### Revision History

### 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
Laura Cashman	Paediatric Level 3	Early Years	Sept 2021
Kim Moorman	Paediatric Level 3	Early Years	Sept 2021
Sarah Faulkner	First Aid at Work	KS 2	Nov 2021
Tracy Pratt	First Aid	After School Club	Dec 2021

## Appendix 2: accident report form (to be completed by a non-first-aider)

<input type="checkbox"/>	Report Number (consecutive)
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<input type="checkbox"/>	Report Number (consecutive)
<b>+ Accident Record</b>	

<b>1. About the pupil who had the accident</b>	
Name	_____
Year	_____
Class or Form	_____

<b>2. About you, the individual filling in this record</b>	
Name	_____
Department	_____

<b>3. Details of the accident</b> (Continue on the back of this form if you need to)	
When it happened. Date ____ / ____ / ____ Time _____	
Where it happened. State location _____	
How did the accident happen? _____	
_____	
Give the cause if possible _____	
_____	
If the pupil who had the accident suffered an injury, give details _____	
_____	
Have the parents been informed? <input type="checkbox"/> Yes <input type="checkbox"/> No How? (eg. copy of Record, Verbally) _____	
Sign the record and date it.	
Print Name _____	Sign _____ Date ____ / ____ / ____

<b>4. For the Head Teacher only</b>	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
How was it reported? _____	
Print Name _____	Sign _____ Date ____ / ____ / ____