

# First aid policy

## Tudor Grange Academy Redditch



**Approved by:** Jodie Bolter

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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 and first aiders 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 1)
- 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 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.

### 3.3 The headteacher

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

- Ensuring that an appropriate number of first aiders 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 1) 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, the first aider/school reception will contact parents immediately
- The first aider/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

## 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 Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

*Schools 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.

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## 5. 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:

- The medical room
- Reception (at the desk)
- The school hall

- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 at appendix 2
- A copy of the accident report form will be kept on file and monthly accident data will be presented to the Trust.
- 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.

### 6.2 Reporting to the HSE

The Accident Data Administrator 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 Headteacher / School 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**

The first aider or relevant 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.

## **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 renew their first aid training when it is no longer valid.

*Schools 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.

## **8. Monitoring arrangements**

This policy will be reviewed every 2 years. At every review, the policy will be approved by the Headteacher and Operations Committee.

## **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: Accident Form see below**

**ACCIDENT/INCIDENT REPORT FORM***Please refer to - Accident/Incident Reporting and Investigation Arrangements for Guidance***PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT**

Full Name:		Department / Year Group:	
Job Title:		Other (pupil, visitor, public, contractor):	
Home Address:			
<i>Including post code</i>			Post code:
Home Tel No:		DOB:	Gender

**PART B – ABOUT THE ACCIDENT**

Date of Accident/Incident		Time (use 24hr format)	
Where did accident/incident occur? Please state room, department or place			
Address where accident happened or location including post code and phone number			Telephone number:
If accident happened to pupil which school do they attend			

How did the accident/Incident happen, give cause if you can, any treatment given?
<i>Continue on a separate sheet if necessary</i>

If the person suffered any injury say what the injury was, i.e. cut, graze, strain, fracture and what part(s) of the body were injured?

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Was the person absent from work/school - Days? - Over 3 day injury – Over 7 day injury

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What was the accident/incident? (Please tick only one)

A fatality	
A major injury or condition i.e fracture or loss of consciousness	
An injury to a pupil, staff, visitor, contractor or member of the public where they had to be taken from the scene of the accident to hospital for treatment	
A minor injury or condition	
A Violent incident ( <i>physical assault, verbal abuse, threatening behaviour</i> )	
A near miss	

*Please note: Further Investigation may be required for some accidents/incidents, please refer to Reporting and Investigation Arrangements*

### PART C – ACTIONS TO PREVENT A RECURRENCE

<i>Please state action taken to prevent recurrence.</i>
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### PART D – ABOUT YOU, THE PERSON COMPLETING THE FORM

NAME (print):		
Address:		
		Post code
Designation:		

Signature:	Date:
Accident Form Co-ordinator Signature:	Date:

Please return completed form to: Accident Form Co-ordinator

### FOR OFFICE USE ONLY (Accident Form Co-ordinator)

Date Received (stamp)	Data entry date	Data entry by (initial)	RIDDOR Reportable?	YES/NO
			RIDDOR Reference	



## Appendix 2: first aid training log

STAFF FIRST AID TRAINED	EXPIRES	ONE/THREE DAY	
Jayne Hyde	Sep-23	One	Emergency First Aid At Work Inc Paediatric element
Becky Nicholson	Oct-21	One	Emergency First Aid At Work Inc Paediatric element
Jenny Bates	Sep-23	One	Emergency First Aid At Work Inc Paediatric element
Margaret Billingham	Oct-21	One	Emergency First Aid At Work Inc Paediatric element
Matthew Winkworth	Sep-23	One	Emergency First Aid At Work Inc Paediatric element
Carlie Down	Jan-23	One	Emergency First Aid At Work Inc Paediatric element
David Davies	Jan-23	One	Emergency First Aid At Work Inc Paediatric element
Mags Powell	Apr-21	One	Emergency First Aid At Work
Julie Chattoe	May-22	Three	Emergency First Aid At Work Inc Paediatric element
Sheri Tominski	Sep-23	One	Emergency First Aid At Work Inc Paediatric element
Sarah Mitchell	Mar-23	One	Emergency First Aid At Work
SarahThomson	Apr-21	One	Emergency First Aid At Work Inc Paediatric element
Bruce Hampton	Jan-23	One	Emergency First Aid At Work Inc Paediatric element
Tracy Wright	Sep-23	One	Emergency First Aid At Work Inc Paediatric element
Lottie Hyde	Jan-23	One	Emergency First Aid At Work Inc Paediatric element
Marie Hewitt	Jan-23	One	Emergency First Aid At Work Inc Paediatric element
Martha James	Jan-23	One	Emergency First Aid At Work Inc Paediatric element

All the above have had Epi-pen training conducted by our school nurse this year