

FIRST AID POLICY

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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 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 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](#), guidance from the Health and Safety Executive (HSE) on, [incident reporting 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 assess 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, plan 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 students.
- This policy complies with our funding agreement and articles of association.

3. ROLES AND RESPONSIBILITIES

3.1 Appointed person(s) 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 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 students 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.
- The names of our first aiders will be displayed prominently around the Federation sites.

3.2 The Trust

The Trust has ultimate responsibility for health and safety matters on the Federation site, however, the Trust delegates operational matters and day-to-day tasks to the Executive Principal.

3.3 The Executive Principal

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

- Ensuring that an appropriate number of trained first aid personnel are present 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.
- Reporting specified incidents to the Health and Safety Executive when necessary (see section 6.2).

3.4 Operations Director

The Operations Director is responsible for:

- Ensuring names of staff who are first aiders are displayed prominently around the Federation sites.
- Updating staff first aider lists at least once per year.
- Maintaining and keeping a record of accident report forms for 3 years.
- Reviewing and identifying the likely causes of accidents or injuries.
- Identifying trends in accidents and areas for improvement as well as when to review first aid needs assessments.

3.5 Staff

Federation staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders on site are.
- Completing accident reports (see Appendix 1) for all incidents they attend to where a first aider is not called.

- Informing the Executive Principal or their manager of any specific health conditions or first aid needs.

4. FIRST AID PROCEDURES

4.1 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, and, if appropriate, 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. The emergency services can be called by dialling 999. They will remain at the 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 student is too unwell to remain on site, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents.
- If emergency services are called, a member of the pastoral team will contact parents immediately. If no contact can be made with the parent/guardian, an appropriate adult will accompany the student to hospital.
- The first aider or relevant member of staff will complete an accident report form on the same day, or, as soon as is reasonably practicable, after an incident resulting in an injury. This must then be passed to the Executive Principal.
- At Catmose Primary there will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

When taking students off the premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students/pupils
- Parents'/guardians' contact details
- When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box
- Risk assessments will be completed by the relevant staff member prior to any educational visit and will be approved by the Off-site Visits Coordinator (OVC) that necessitates taking students off site
- There will always be at least one first aider on school trips and visits.

- There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- In the event of an emergency the emergency services should be called by dialling 999.

5. FIRST AID EQUIPMENT

A typical first aid kit will include the following:

- A leaflet with general first aid advice
- Sterile adhesive dressings
- 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:

- Catmose College - Client Services/Kitchen/Art/DT, Science
- Catmose Primary - Main Hall
- Harington School - Medical Room
- Federation mini-buses

The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

An automated external defibrillator (AED) is located in reception areas.

Aspirin, for adult use only, is located in medical cupboards should it be advised to be given.

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 (see Appendix 1).
- A copy of the accident report form will also be added to the student's educational record.
- Records held in the first aid and accident book will be retained by the Federation for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of by the Operations Director, who will maintain these records.

6.2 Reporting to the Health and Safety Executive (HSE)

The Operations Director 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 Executive Principal 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 – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

Staff: Reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident). In this case, the Executive Principal will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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.

Students and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., poorly maintained or slippery floors)

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/guardians

Parents/guardians will be informed 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

The Executive Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Executive Principal will also notify child protection agencies of any serious accident or injury to, or the death of, a student while in the school’s care.

7. TRAINING

All 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 Federation will keep a register of all trained first aiders, what training they have received and when this is valid until.

The Federation will arrange for first aiders to retrain before their first aid certificate expires. In cases where a certificate expires, the Federation will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least one 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. The PFA certificate will be renewed every 3 years.

8. MONITORING ARRANGEMENTS

This policy will be reviewed by the Operations Director annually. At every review, the policy will be approved by the Trust.

9. LINKS WITH OTHER POLICIES

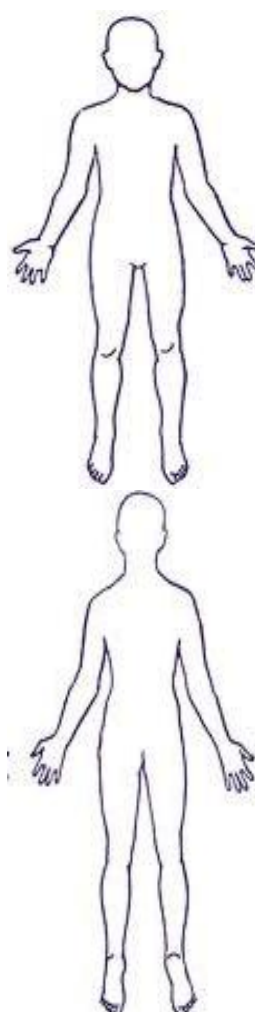
This policy is linked to the following policies:

- Health and Safety
- Supporting Students with Medical Conditions

10. APPENDIX 1: ACCIDENT REPORT FORM



RUTLAND AND DISTRICT
SCHOOLS' FEDERATION

Surname	Forename	Sex	Date of Birth	Please mark on the image below where the injured party was hurt 
Address	Location where accident happened	Date	Time am/pm	
Injured party? *: Student Staff Visitor				
Particulars of injury			Name of person completing form	
Brief statement as to how accident happened (attach diagram if applicable)				
Names and addresses of any staff, children or other persons who witnessed the accident.				
Name of First Aider				
Brief statement of treatment given			Name of person giving treatment	
Was injured party taken direct to a doctor?			Yes/No*	
Was a doctor called?			Yes/No*	
If the answer to either of these questions is 'yes' give the name and address of doctor				
Was injured party taken to hospital?	Form of transport used		Name of person accompanying injured party	
Yes/No*				
Present condition of injured party				
General remarks (including action, if any, taken to prevent reoccurrence)				
Did accident cause 'major injury' to the injured party? Yes/No*				
Person completing form:		Date:	Principal:	Date:
Signed:		Signed:		