

Mark 12: Verse 31

"Love your neighbour as you love yourself."



# FIRST AID POLICY

Author:

Academy Services Manager

Date adopted by Governors/Academy:

September 2009

Date of last review/amendment:

December 2021

Date of next review:

December 2024

## Introduction

At All Saints Academy our vision is "Living Well Together with **Dignity, Faith and Hope**". We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice. We will ensure our vision is embedded through having faith in a robust and rigorous procedure that ensures all stakeholders are safe in the event of an accident, sustaining an injury or feeling unwell.

## Purpose

The purpose of our first aid policy is 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

## 1. 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 students

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

## 2. Roles and responsibilities

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, and the location of the school. The appointed person does not need to be a trained First Aider.

### 2.1 Appointed person(s) and First Aiders

The school's appointed person is Denise Greenhood. They are responsible for:

- 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
- Ensuring that an appropriate number of 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

First Aiders are trained and qualified to carry out the role (see section 6) 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 2)

Our school's First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

### 2.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

### 2.3 The Principal

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

- 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
- Ensuring specified incidents are reported to the HSE when necessary (see section 5)

## **2.4 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 headteacher or their manager of any specific health conditions or first aid needs

NB staff can deal with minor cuts and grazes without the need for a First Aider. Head injuries require the assistance of a First Aider.

## **3. First aid procedures**

### **3.1 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 student 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, a member of the Academy Services Team will contact parents immediately
- The member of staff dealing with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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## **3.2 Off-site procedures**

When taking students 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 students
- Parents' contact details

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

There will always be access to First Aid on school trips and visits. This may be a member of staff who is First Aid trained or provided by the venue.

## **4. 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
- Face masks / PPE

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical Room
- Science Prep Room
- Food Technology Room
- PE Curriculum Area Workroom
- The school kitchen
- School vehicle

## 5. Record-keeping and reporting

### 5.1 First aid and accident record book

- All first aid incidents will be logged on CPOMS by the First Aider
- For non-minor incidents, an Accident Report Form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury (see Accident Form at Appendix 2)
- As much detail as possible should be supplied when reporting an accident
- A copy of the Accident Report Form will also be added to the student's educational record by a member of the Academy Services Team
- Records held in the first aid and accident book will be retained by the school in line with the Academy Retention Schedule

### 5.2 Reporting to the HSE

The Academy Services Manager 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, or a person designated by the 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.

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>

### **5.3 Notifying parents**

A member of the Academy Services Team will inform parents of any accident or injury sustained by a student if the assessment of the First Aider deems this to be necessary. Students must not contact home directly but should visit the Medical Room for assessment. If a parent collects their child and contact has not been made by the Academy, the student's absence will be recorded as unauthorised.

## **6. 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 1).

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

## **7. Arrangements during COVID-19 pandemic**

- First aiders are aware of the main symptoms of Coronavirus
  - a high temperature (the Academy will contact parents where a student has a temperature of 38 degrees or higher)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- If a student has one or more of these symptoms, they will be moved to a location where they can be at least 2 metres from any other member of the school community

- PPE will be used by staff and students where a safe distance cannot be maintained
- Separate toilet facilities will be provided for students displaying symptoms
  - These facilities will be thoroughly cleaned after use and before being used by another person
- Parents/carers will be contacted immediately in all cases where students are displaying symptoms
  - Other emergency contacts provided by parents/carers will be contacted in the event that the Academy cannot contact parents/carers
  - Parents/carers will be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).
    - The Academy holds a small supply of home test kits to be used where a student is showing symptoms and parents/carers are unable to make alternative arrangements for testing

## **8. Monitoring arrangements**

This policy will be reviewed every 3 years.

At every review, the policy will be approved by the Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting Students With Medical Conditions
- Educational Visits Policy
- Retention Schedule

## Appendix 1: list of trained first aiders

Staff member's name	Certificate	Expiry Date
Jade Barratt	Emergency First Aid At Work (1 day)	03/03/2024
Donna Binder	Emergency First Aid At Work (1 day)	28/10/2022
Lesley Botcher	Emergency First Aid At Work (1 day)	03/03/2024
Hannah Buckledee	Emergency First Aid At Work (1 day)	03/03/2024
Rachel Dennis	First Aid At Work (3 day)	12/11/2023
Denise Greenhood	Emergency First Aid At Work (1 day)	03/03/2024
Kate Hendry	Emergency First Aid At Work (1 day)	02/05/2022
Anita Herd	Emergency First Aid At Work (1 day)	28/10/2022
Donna James	Emergency First Aid At Work (1 day)	03/03/2024
Mark O'Loughlin	Emergency First Aid At Work (1 day)	28/10/2022
Ian Taylor	Emergency First Aid At Work (1 day)	28/10/2022
Elisa Tolman	First Aid At Work (3 day)	12/11/2023

## Appendix 2: Accident Report Form

All Saints Academy Accident Form (Page 1)																			
<b>About the Incident</b> <b>Incident Centre</b> (i.e. The owning service area and NOT the place where the incident occurred)		<b>About the person filling in this form (Not the person who had the injury)</b> <b>Full Name</b> <b>Full Address</b> <b>Education</b> <b>Occupation</b>																	
<b>When the incident occurred (date and time)</b> <b>What service area is associated with the incident?</b> (i.e. what service is being provided, for example children with disabilities)		<b>/ / :</b> (DD/MM/YYYY HH:MM) <b>Full Address</b>																	
<b>Where did the incident happen?</b> (i.e. room number or area of Academy such as field)																			
<b>About the person affected</b> <table border="1"> <tr> <td><b>Full Name</b></td> <td><b>Status</b> (Employee, Contractor etc)</td> </tr> <tr> <td><b>Full Address</b></td> <td></td> </tr> <tr> <td><b>Occupation</b></td> <td><b>Gender</b></td> <td><b>Male</b></td> <td><b>Female</b></td> <td><b>Age</b></td> <td><b>Years</b></td> </tr> </table>				<b>Full Name</b>	<b>Status</b> (Employee, Contractor etc)	<b>Full Address</b>		<b>Occupation</b>	<b>Gender</b>	<b>Male</b>	<b>Female</b>	<b>Age</b>	<b>Years</b>						
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<b>About the Injury / Near Miss / Illness / Property Damage</b> <table border="1"> <tr> <td><b>Injury Type</b></td> <td><b>Part(s) of body affected</b></td> </tr> <tr> <td><b>Apparent Cause / Hazard Classification</b> (For example: Human error, Manual handling, Violence and aggression etc)</td> <td></td> </tr> <tr> <td><b>How and why did the injury / near miss / illness / property damage happen?</b> (Describe what happened and the events leading up to the incident. Explain what injuries were sustained)</td> <td></td> </tr> <tr> <td><b>What materials were used during treatment/First aid?</b> (i.e. bandages, plasters etc)</td> <td></td> </tr> <tr> <td><b>Follow up actions</b> (Describe what has been done or will be done to prevent a recurrence) <b>Admin use only:</b> Logged onto AssessNET as actions</td> <td> <b>What have you already done?</b>   <b>What will you do?</b> (What action, by whom and by when?)   </td> </tr> </table>				<b>Injury Type</b>	<b>Part(s) of body affected</b>	<b>Apparent Cause / Hazard Classification</b> (For example: Human error, Manual handling, Violence and aggression etc)		<b>How and why did the injury / near miss / illness / property damage happen?</b> (Describe what happened and the events leading up to the incident. Explain what injuries were sustained)		<b>What materials were used during treatment/First aid?</b> (i.e. bandages, plasters etc)		<b>Follow up actions</b> (Describe what has been done or will be done to prevent a recurrence) <b>Admin use only:</b> Logged onto AssessNET as actions	<b>What have you already done?</b>  <b>What will you do?</b> (What action, by whom and by when?)  						
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<b>About the Injury / Near Miss / Illness / Property Damage</b> <table border="1"> <tr> <td colspan="2"><b>Lost time analysis</b> Please state the number of consecutive days (including non working days) that this person has been away from work or unable to fully do their normal job</td> <td><b>Days</b></td> <td><b>Was the injured person.....(Please tick one)</b></td> </tr> <tr> <td colspan="2"> <b>Does this include the day of the incident?</b> </td> <td><b>Yes</b></td> <td><b>No</b></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">           An Employee            Self employed and at work            Employed by someone else            (Please specify)         </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <b>On work experience</b>            A member of the public (includes Pupils and service users)         </td> </tr> </table>				<b>Lost time analysis</b> Please state the number of consecutive days (including non working days) that this person has been away from work or unable to fully do their normal job		<b>Days</b>	<b>Was the injured person.....(Please tick one)</b>	<b>Does this include the day of the incident?</b>		<b>Yes</b>	<b>No</b>			An Employee Self employed and at work Employed by someone else (Please specify)				<b>On work experience</b> A member of the public (includes Pupils and service users)	
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		An Employee Self employed and at work Employed by someone else (Please specify)																	
		<b>On work experience</b> A member of the public (includes Pupils and service users)																	
<b>NB: Please be aware if any of the questions in the RIDDOR section are answered 'yes' the incident may need to be reported to the HSE.</b>			<b>Admin use only: Logged onto AssessNET to check whether incident is reportable</b>																
<b>Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013</b> (If the injury occurred to an Employee/ Trainee/ Self employed person/ Member of the public/ Volunteer/ Service user then please complete this section.)																			
<b>Did this incident result in a fatality?</b> (i.e. Fracture other than fingers or toes, Amputation, Loss of sight, Acute illness etc)			<b>Yes</b> <b>No</b>																
<b>Did this incident result in a 'specified injury'?</b> (i.e. Fracture other than fingers or toes, Amputation, Loss of sight, Acute illness etc)			<b>Yes</b> <b>No</b>																
<b>Was the Employee / Trainee / Self employed person / Member of the public / Volunteer / Service user / Pupil taken directly to hospital from the scene of the incident by ambulance?</b>			<b>Yes</b> <b>No</b> <b>N/A</b>																
<b>Did the Employee / Trainee / Self employed person / Member of the public / Volunteer / Service user / Pupil remain in hospital for 24 hours or more?</b>			<b>Yes</b> <b>No</b> <b>N/A</b>																
<b>Did the incident cause the person to be away from work or unable to do their normal job for 7 days?</b> (Refer to number of days entered above)			<b>Yes</b> <b>No</b> <b>N/A</b>																
<b>Any Additional Information?</b> <hr/>																			
<b>The information on this form is correct to the best of my knowledge (to be signed by the person completing details above)</b>																			
Print Name ..... Signature ..... Job Title ..... Date .....																			
Once complete, pass to Denise Greenhood to log on AssessNet																			