



First Aid Policy

Member of Staff Responsible	Chief Executive Officer
Relevant guidance/advice/legal reference	<ul style="list-style-type: none">• Health and Safety (First Aid) Regulations 1981• Health and Safety at Work etc. Act 1974 and associated regulations• The Management of Health and Safety at Work Regulations 1999• School Premises (England) Regulations 2012• Education (Independent School Standards) Regulations 2014 <p>https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education (updated 14/2/2022)</p> <ul style="list-style-type: none">• Statutory Framework for the Early Years Foundation Stage
Approved by	Board of Trustees
Date of Policy	May 2022
Review Cycle	1 year
Date of Next Review	May 2023
Website	Yes

This is a trust policy, contextualised for each school.

The Board of Trustees approve the policy and the headteacher and school business manager in each school are responsible for oversight and implementation.

The CEO is responsible for implementation of the policy for the central office.

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 concerning health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Roles and responsibilities

This policy covers all of our school settings. There is also a section which refers to First Aid in the trust's central office. Given the different settings of each of our schools, this policy is given further context in section 2.

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid certificate must be on the premises at all times. See appendix 1.

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. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided the 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; however, we have at least one qualified first aider in all of our schools, but not in the trust central office.

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.

Adapt this section to reflect the circumstances of your schools, in line with your assessments of first aid needs. We've designed this policy so you can apply the responsibilities below across the trust, and just ask each school to adapt appendix 1 to name the relevant people on its site.

2.1 Governors

The Board of Trustees has ultimate responsibility for health and safety matters across the trust, which is delegated to the local governing body for each school (through a link governor for Health and Safety). Operational matters for health and safety are overseen by the Headteacher, and managed by the School Business Manager.

2.2 The Headteacher is responsible for:

- Ensuring that an appropriate number of first aid trained staff are present in the school at all times.
- Ensuring all staff are aware of first aid procedures.
- Ensuring staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available to cater for the medical needs of students.
- Reporting specified incidents to the HSE when necessary.

2.3 The appointed person(s) at each school 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.
- There are trained first aiders available on a daily basis.
- First aid training is current and refreshed every 3 years.
- Any member of staff involved in lunch-time supervision and technicians working in high risk areas have received first aid awareness training, refreshed annually
- There is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

2.4 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate and SLT are advised.
- 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 own contact details up to date.
- The school's appointed person(s)/first aider(s) are listed in appendix 1. Their names will also be displayed prominently around the school site.
- Notices are displayed prominently around school detailing the location of the nearest first aid kit and the appointed first aiders.

2.5 Appointed persons and first aiders in the Trust Central Office

- The CEO is responsible for implementation of the policy in the trust office. Any relevant information relating to this policy is also retained by the School Business Manager where the trust office is located. For 2022-2023, this is The Priory School.
- We have identified the need for an appointed person.
- Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff (see below).

2.6 Staff

School staff have the following responsibilities:

- Ensuring they follow first aid procedures and know who the appointed first aiders are within the school.
- Informing the Headteacher or other member of SLT of any specific health conditions relating to themselves.

3. Procedures

3.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider who will assess the seriousness of the injury and provide the required first aid treatment.
- 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 left where they are, 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.
- If emergency services are called then reception, SLT and parents will be contacted immediately.
- The First Aider and/or member of staff who witnessed the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident.

3.2 Off-Site Procedures

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

- A mobile phone
- A portable first aid kit
- Information and appropriate medication for any specific medical needs of students
- Parents' contact details if the visit is out of school hours

Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking students off school premises, including individual risk assessments where required.

3.3 Trust Central Office Procedures

Given that a number of staff in the office are regularly deployed to different schools in a pattern that is not easily predictable, staffing in this area varies daily.

If there is an appointed person: The closest member of staff present will assess the seriousness of the injury and decide if the emergency services or non-emergency medical professional need to be contacted. They will remain on scene until help arrives, and complete an accident report form.

If there is a first aider:

- 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
- If the injured person hasn't provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 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. Record-Keeping and Reporting

4.1 First Aid and Accident Record Book

- Where the school has a bespoke medical room, details of first aid given are recorded in the first aid book, which is kept in there. Appendix 3 can be adapted for this purpose.
- With any injury to the head, students are supervised for as long as required and parents are informed by telephone. For serious head injuries, parents are asked to collect.
- Phone calls home relating to serious injuries are noted in the first aid book.
- If an accident occurs, the first aider, or relevant member of staff, will complete an accident form, on the same day or as soon as possible after an incident resulting in an injury. The Business Manager keeps these records.

4.2 Reporting to the HSE

The Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

Website for further guidance: <http://www.hse.gov.uk/riddor/>

4.3 Notifying parents/carers

Either the appointed person, or a member of SLT, 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. Parents will also be informed if emergency services are called.

4.4 Reporting to Ofsted and child protection agencies

A member of SLT 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.

A member of SLT 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.

5. 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 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.

6. Resources for first aid

6.1 First aid equipment

A typical first aid kit in our schools will include the following (although this list is not prescriptive):

- 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
- Gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception(admin office)
- All design and technology classrooms
- The school kitchen
- School vehicles

First aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUALS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			

NAME OF INJURED PERSON		ROLE/CLASS	