



# 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, pupils and visitors
- Ensure that staff and directors 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 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 trust's funding agreement and articles of association.

## 3. Roles and responsibilities

All our Academies have Early Years Foundation Stage provision and at least one person has a current paediatric certificate is present at all times.



Each academy has at least two suitably trained first aiders to care for employees in case they are injured at work.

### **3.1 Appointed person(s) and first aiders**

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

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 as, or as soon as is reasonably practicable after, an incident (see the template in appendix 3)
- Keeping their contact details up to date

The school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

### **Appointed persons and first aiders in the central team office**

For the trust's central office, we have identified the need for an appointed first aider in line with [HSE guidance](#) on first aid at work.

Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff.

### **3.2 The Board of Directors**

The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the Head of School and staff members of each school.

### **3.3 The Head of School**

The Head of School is responsible for local implementation of the policy, including:

- Ensuring that an appropriate number of appointed persons/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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 Academy staff**

All academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are in school are
- Completing accident reports (see appendix 3) for all incidents they attend to where a first aider is not called



- Informing the Head of School or their line 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 the scene until help arrives
- If the injured person (or their parents, in the case of pupils) has not 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
- 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 Head of School will contact parents immediately
- 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **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 including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins



- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed trip leader and checked and signed by the Head of School prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

There will always be at least 1 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.

There will always be at least 1 first aider on school trips and visits.

### **4.3 Central office procedures**

- 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 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

## **5. First aid equipment**

A typical first aid kit in our academies will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school kitchens
- School vehicles
- The central office

## **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 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 report form in appendix 3
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the Head of School
- 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 Head of School 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 Head of School will report these to the HSE 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.

### **School 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 7 consecutive days (not including the day of the incident). In this case, the Head of School 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

### **Pupils 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 (early years only)**

The Head of School or Early Years Lead 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.

### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

The Head of School 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 Head of School will also notify the relevant child protection agencies of any serious accident or injury to, or the death of, a pupil 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. A log for central team members who have undertaken first aid training is stored in the central office.

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. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the CEO annually

At every review, the policy will be approved by the Board of Directors

The first aid provision will be reviewed by the Heads of School at least annually.

## **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: list of first aiders

### Seal

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
<b>Paediatric First Aiders</b>		
Kyra Sutherland	Class Teacher	ksutherland@inspiream.org.uk
Amelia Gadd	Deputy Nursery Manager	agadd@inspiream.org.uk
Trish Rock	Nursery Assistant	trock@inspiream.org.uk
Claire Lucas	Nursery Assistant	clucas@inspiream.org.uk
Georgette Kemp	Nursery Assistant	gkemp@inspiream.org.uk
Carla Wright	Nursery Assistant	cwright@inspiream.org.uk
Joolz Ryan	Class Teacher	jryan@inspiream.org.uk
Michael Witton	Teaching Assistant	mwitton@inspiream.org.uk
Josie Holden	Teaching Assistant	jholden@inspiream.org.uk
Katie David	Teaching Assistant	kdavid@inspiream.org.uk
Kim Popperwell	Teaching Assistant	kpopperwell@inspiream.org.uk
Ellie Livett	Teaching Assistant	elivett@inspiream.org.uk
<b>Emergency First Aiders</b>		
Amy Gleeson	Farm Assistant	agleeson@inspiream.org.uk
Florence Marshall	Farm Assistant	fmarshall@inspiream.org.uk
Louis Williamson	Class Teacher	lwilliamson@inspiream.org.uk
Sarah Jones	Teaching Assistant	sjones@inspiream.org.uk
Kristy Hann-Waller	Mid Day Meal Supervisor	khannwaller@inspiream.org.uk
Shelby Varley	Mid Day Meal Supervisor	svarley@inspiream.org.uk
Sam Bonnici	Teaching Assistant	sbonnici@inspiream.org.uk
Nadine Kearton	Teaching Assistant	nkearton@inspiream.org.uk
Adrianna Bilas	Teaching Assistant	abilas@inspiream.org.uk
Laura Knox	Teaching Assistant	lknox@inspiream.org.uk

### Four Elms





STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
<b>Paediatric First Aiders</b>		
Georgie Ryder-Clarke	Assistant Headteacher	GRyder-Clarke@inspiream.org.uk
Jessica Fermor	Head of School	fourelmsheadofschool@inspiream.org.uk
Kathryn Piddington	TA	kpiddington@inspiream.org.uk
<b>Emergency First Aiders</b>		
Adele Holah	Secretary	secretary@inspiream.org.uk
Megan Humphrey	Class Teacher	mhumphrey@inspiream.org.uk
Jade Farley	TA	jfarley@inspiream.org.uk
Nicole Mills	TA	NGallivan-Mills@inspiream.org.uk
Danielle Rees-Peskett	TA	drees-peskett@inspiream.org.uk
Tara Eedes	TA	teedes@inspiream.org.uk
Zoe Sorrell	Class Teacher	zsorrell@inspiream.org.uk

## Maypole

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
<b>Paediatric First Aid</b>		
Rachel Cuss	EYFS LSA	rcuss@inspiream.org.uk
Rebecca Finch	LSA	rfinch@inspiream.org.uk
Matthew Burns	Teacher	mburns@inspiream.org.uk
Jeremy Link	Teacher	jlink@inspiream.org.uk
Trudi Scrivens	LSA	tscrivens@inspiream.org.uk
Deborah Burns	ASC	dburns@inspiream.org.uk
Sui Wong	LSA	swong@inspiream.org.uk
Kimberly Goody	MDMS	kgoody@inspiream.org.uk
Emma Grant	Admin Assistant	egrant@inspiream.org.uk
<b>Emergency First Aid</b>		
Caroline Williams	LSA	cwilliams@inspiream.org.uk
Louise Miller	Admin Assistant	lmiller1@inspiream.org.uk



STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Sharon Pike	MDMS	spike@inspiream.org.uk
Kerry Morton	LSA	kmorton@inspiream.org.uk
Rebecca Constant	LSA	rconstant@inspiream.org.uk
Sui Lin Chong	LSA	schong@inspiream.org.uk
Nicola Brown	LSA	nbrown@inspiream.org.uk
Teresa Keepin	LSA	tkeepin@inspiream.org.uk
Amy Mackenzie	LSA	amackenzie@inspiream.org.uk
Elizabeth Earnshaw	LSA	eearnshaw@inspiream.org.uk
Julie Vincent	LSA	jvincent@inspiream.org.uk
Abbie Grummitt	LSA	agrummitt@inspiream.org.uk
Caroline Wilson	LSA	cwilson@inspiream.org.uk
Marion Hockey	MDMS	mhockey@inspiream.org.uk
Nicola McCauley	MDMS	nmccauly@inspiream.org.uk
Jenna Latif	MDMS	jlatif@inspiream.org.uk
Yuliya Tsaryuk	MDMS	ytsaryuk@inspiream.org.uk
Heidi Ballieu	AR Administrator	hballieu@inspiream.org.uk
Katie McCann	Head of School	maypoleheadofschool@inspiream.org.uk

## Appendix 2: 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			



### Appendix 3: 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			
Outline what steps the school/central office will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

