

First Aid Policy



Redbridge Community School

Approved by: Jason Ashley **Date:** November 2022

Last reviewed on: November 2022

Next review due by: November 2023

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting	5
7. Training	6
8. Monitoring arrangements.....	6
9. Links with other policies.....	6
Appendix 1: list of trained first aiders.....	8

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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is Lisa Oak. She is 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 2)
- › Keeping their contact details up to date

Our school's aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Southampton City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

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

- › Ensuring that an appropriate number of trained first aid personnel are present in the school at all times, during operational school hours
- › 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)

3.5 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

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 the appointed person, if appropriate, who will provide the required first aid treatment. If the appointed person is not available, then a qualified first aider should be sought
- › The appointed person or 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 appointed person or first aider will also decide whether the injured person should be moved or placed in a recovery position
- › If the appointed person or 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 appointed person or first aider will recommend next steps to the parents
- › If emergency services are called, the appointed person or first aider will contact parents immediately
- › The appointed person or 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

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

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

- › A school mobile phone/ or their own if they are content to use this
- › A portable first aid kit
- › Information about the specific medical needs of pupils
- › Parents' contact details or at least access to Arbor's remote features

Risk assessments will be completed by the leading teacher prior to any educational visit that necessitates taking pupils off school premises.

The leading teacher planning any off-site educational visit will complete the EVOLVE process and upload all of the necessary paperwork at least two weeks before the trip is due to take place.

The member of staff planning the school trip will strive to ensure that there is at least one first aider present on the trip. Where this is not possible, they will consult with the member of SMT who oversees the EVOLVE process, who will assess the risk to determine whether or not the trip can still go ahead without a first aider. In

any event, the member of staff planning the trip will ensure that they take with them a first aid kit and medical forms for all students attending the trip.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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
- › The science tech room
- › The construction centre
- › The music department

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. The accident form will be given to the appointed person if they are not the person completing it
- › 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 also be added to the pupil's educational record by the appointed person
- › 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 HR 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 HR Manager 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 scalding 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>

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 1).

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

8. Monitoring arrangements

This policy will be reviewed by the Assistant Headteacher in charge of Healthy and Safety every year.

At every review, the policy will be approved by the full governing body.

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

All staff who have received First Aid training since June 2018 are trained to operate the defibrillator. All subsequent First Aid training will include defibrillator training.

The defibrillators are stored in the office behind Debbie Mooney, and in Applied Skills Centre – Chris Green

Surname	Forename	Certificate	Department	Expires
Amara	Dalila	Level 3 Emergency First Aid	CS	Sep-22
Baxter	Monica	Level 3 Emergency First Aid	CS	Sep-22
Beck	Marsha	Level 3 Emergency First Aid	CS	July 2023
Craig	Hannah	Level 3 Outdoor First Aid	Maths	July 2023
Crisell	Coralie	Level 3 Outdoor First Aid	Science	July 2023
Flynn	Damian	Level 3 Emergency First Aid	PE	Sep-22
Flynn	Matt	Basic Life Support	Business	Sep-22
Fremlin	Alison	Level 3 Emergency First Aid	CS	July 2023
Green	Chris	Basic Life Support	Construction	Sep-22
Hunt	Kelly	Basic Life Support	MFL	Sep-22
Ings	Sonia	Level 3 Emergency First Aid	Science	July 2023
Manley	Claire	Level 3 Emergency First Aid	Cover	July 2023
Manning	Julie	Level 3 Emergency First Aid	EDUK8	July 2023
Mason	Louisa	Level 3 First Aid at Work Level 3 Outdoor First Aid	Science	Mar-24 July 2023
May	Joanne	Level 3 Emergency First Aid	CS	July 2023
Miller-Smith	Angi	Level 3 First Aid at Work	Office	July 2023
Mouland	Rebecca	Level 3 Emergency First Aid	CS	Sep-22
Neill	Kirsty	Level 3 Emergency First Aid	CS	Sep-22
Oak	Lisa	Level 3 First Aid at Work	Office	Oct 2023
Park	Mandy	Level 3 Emergency First Aid	CS	Sep-22
Percival	Emma	Level 3 Outdoor First Aid	Geography	July 2023
Proud	Wendy	Level 3 First Aid at Work	Office	Mar-24
Purdue	Ellie	Level 3 Outdoor First Aid	Music	July 2023
Reynolds	Jane	Level 3 First Aid at Work	Cover	Sep-22
Robertson	James	Level 3 Emergency First Aid	CS	Sep22
Smith	Emma	Level 3 First Aid at Work	Office	July 2023
Spall	Mike	Level 3 Outdoor First Aid	Music	July 2023
Taylor	Richard	Level 3 Emergency First Aid	English	Sep-22
Triggs	Jon	Level 3 Outdoor First Aid	Science	July 2023
Wilson	Naomi	Level 3 Emergency First Aid	EDUK8	July 2023
Wood	Debbie	Level 3 First Aid at Work	Food	Mar-24