



Notley High School & Braintree Sixth Form

First Aid in Schools Policy

Curriculum and Standards Committee

Last reviewed:	New policy July 2020
Next review due:	July 2021
Ratified Full Governors:	December 2020
Designated Postholder:	Designated Safeguarding Lead

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This policy is a new policy, taken from a model policy from The Key 1 July 2020

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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

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 pupils

Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Sharon Hunter, Caroline Watson and Lois Turner. They 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, 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 first aiders are listed in Appendix 1. Their names will also be displayed prominently around school.

3.2 The governing board

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

3.4 The Head of School

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

- Ensuring that an appropriate number of trained first aid personnel is 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
- 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 Head of School or their manager of any specific health conditions or first aid needs

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 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of staff will contact parents/carers immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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
- Information about the specific medical needs of students
- Parents'/carers' contact details

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

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

For trips: Our first aid kits are specifically packed, tailored to the risk assessment of each individual trip. No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs and some technology rooms
- The school kitchens
- School vehicles

Record-keeping and reporting

1.1 First aid and accident record book

- The school uses www.medicaltracker.co.uk, a paperless program, specifically designed to record, track and manage first aid, medicine and medical conditions in schools.
- A digital accident form will be completed by the first aider or 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 at Appendix 2
- 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 Medical Administrator or first aider on duty 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 Medical Administrator or first aider on duty 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)
http://www.hse.gov.uk/riddor/report.htm

Training

All school staff are able to undertake first aid training if there is an operational need.

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 3).

Staff are encouraged to renew their first aid training when it is no longer valid and if there is an operational need to keep their first aid training up to date. Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead every year.

At every review, the policy will be approved by the Head of School and Governing Body.

Links with other policies

This First Aid in Schools Policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Students with Medical Needs Policy

Appendix 1: list of trained first aiders

Sharon Hunter

Julia Glynn

Phil Pattie

Mark Lethbridge

Josh Wishart

Danii Hunter

Jane Vickery

Sarah-Lee Jones

Ellis Brazier

Lois Turner

Julie Simpson

Alan Crozier

Simon Hart

Alison Jezzard

Rosie Potter

Nina Salmon

Paul Heath

Michelle Robb

Louise Olley

Adam Morris

Antony Cunningham

Alex Harrington

Amy McLean

Appendix 2: accident report form

Injury



Student's name* ?

Name of first aider

Incident date & time*

Jun 19, 2020 3:04 PM



Location of incident* ?

--- Please select locator ---

Injured area•

--- Please select ---

Injury / Symptoms*

--- Please select ---

Injury description

Please provide as much information as possible

How it happened?*

--- Please select ---

More information

Treatment administered*

What happened next?*

--- Please select ---

notes

Confidential?

Only teams with confidential access will be able to view this record

RIDDOR reportable?

[If uncertain, please read HSE guidance](#)

Save

Cancel

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work	Sharon Hunter	17/04/2018	16/04/2021
	Julia Glynn	20/04/2018	19/04/2021
	Phil Pattie, Mark Lethbridge, John Wishart	29/06/2018	28/06/2021
	Danii Hunter	18/08/2018	17/08/2021
	Jane Vickey, Sarah-Lee Jones	11/07/2019	10/07/2022
	Ellis Brazier, Lois Turner	09/10/2019	08/10/2022
Emergency First Aid at Work	Julie Simpson, Alan Crozier, Simon Hart, Alison Jezzard, Rosie Potter, Nina Salmon	17/11/2017	16/11/2020
Paediatric First Aid Level 3 (2 Day)	Sharon Hunter	31/08/2017	01/09/2020
	Paul Heath, Michelle Robb	18/09/2017	17/09/2020
	Louise Olley	28/09/2018	27/09/2021
	Adam Morris	01/12/2017	02/12/2020
Anaphylaxis Awareness	Sharon Hunter	10/09/2017	09/09/2020
	Charlotte Leggett, Nikki Isik, Jayne Haight, Sue Cosens, Fiona Biggs	18/07/2018	17/07/2021
	Juan De Gea, Nicola Segura, Phil Pattie, Louise Olley, Dannii Hunter, Chris Rowe, Zena Coxon, Anne-Charlotte Marboeuf, Julia Glynn, John Wishart	04/12/2018	03/12/2021
	Karen Wilcox, Sam Wallace, Charlotte Nicholson, Lois Turner, Caroline Watson, Ingrid Leatherdale, Sarah-Lee Jones, Keri Russell	17/10/2019	16/10/2022
First aid for Teachers	Anthony Cunningham, Alex Harrington, Amy McLean	23/03/2017	22/03/2020

Outdoor Pursuits	Chris Rowe, Nicola Segura, Neil Bridgewater, Jade Ratoff Jon Burge, Sam Wallace, Karen Swann, Karen Wilcox, Juan De Gea, Alex Harrington Anne-Charlotte Marboeuf, Zena Coxon, Alison Clifton-Ward, Harry Morbin, Ingrid Leatherdale	04/01/2018 02/04/2019 25/04/2019	03/01/2021 01/04/2022 24/04/2022
Emergency Central Line care	Jayne Haight, Nikki Isik, Val Kay Sharon Hunter, Nikki Isik, Julia Glynn, Paul Heath, Chris Rowe, Deborah Bacon, Val Kay, Bryony Roper	July 2018 July 2019	July 2020 July 2021
Intra-Muscular Hydrocortisone Injection	Sharon Hunter, Nikki Isik, Sue Cosens, Paul Heath, Dannii Hunter, Chris Rowe	11/12/2018	