





First Aid Policy 2023-2024

Date Adopted:	January 2023
To be Reviewed:	January 2024
Signed by Governors	
Signed by Headteacher:	

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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 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 the **Statutory Framework**, 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 assess 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, decide 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 1989**, which set out rules on the retention of accident records
- **The Education (Independent School Standards) Regulations 2019**, which require that suitable space is provided to cater for the medical and therapy needs of pupils This policy complies with our funding agreement and articles of association

3. Roles and responsibilities

3.1 Appointed person(s) Health and Safety management the School's Business Manager, First Aid, Health & Well Being Coordinator and First Aiders

The school's appointed person is the School's Business Manager and the School's First Aid Health & Well Being Coordinator

All First Aid at Work trained personnel 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

Appendix – Example of Accident/Incident forms

- 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/incident reports on the same day, after an incident (see the template in appendix 1)
 - Dealing with follow up actions if needed.
 - Keeping their contact details up to date

Our school's First Aid at Work trained personnel are listed in Reception.

3.2 The Local Authority and Governing Board (Interim Executive Board)

Sandwell 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 Senior Leaders.

The Senior Leaders delegates operational matters and day-to-day tasks to the Headteacher and School Business Manager.

The school's senior leaders, governors has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and School Business Manager.

3.3 The Headteacher

The Headteacher/School Business Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are always present in the school
- 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

Appendix – Example of Accident/Incident forms

- Completing accident reports (see appendix 1) for all incidents they attend to where a first aider is called
- Informing the Headteacher/School Business Manager or their manager of any specific health conditions or first aid needs
- Their own medication, which must be held securely in a locked cupboard and which is their sole responsibility

4. First Aid procedures

4.1 In-school procedures

In the event of an accident/incident 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 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 school Office will contact parents immediately
- The first aider will complete an accident/incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. It is paramount the First Aider informs, immediately the School Business Manager and the First Aid Health and Well Being Coordinator.
 - All follow up actions and reporting, if needed are to be completed.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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

There will always be at least one first aider with a current paediatric first aid certificate on Reception school trips and visits, as required by the statutory framework.

For all trips, there will always be at least one first aider.

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 6
- 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.

- The Medical room
- Reception (in the cupboard)
- Staff Room
- Science Prep room
- Food/DT rooms
- DT Prep room

6. Record-keeping and reporting

6.1 First aid and accident/incident record book

- An accident form will be completed by the first aider on the same day after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident. Accident forms are available from the school office.
- 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 School Office 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).

It is the responsibility of the school Business Manager to report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. The school Business Manager will report these to the local authority/Sandwell Council within the required period.

7. Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs, and toes
- Amputations o 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 o 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 hour.
- 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 o The accidental release or escape of any substance that may cause a serious injury or damage to health o 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>

6.3 Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. For minor injuries this will be via a first aid slip. Head injuries and other more severe injuries a phone call home and/or informing parent/carer on collection will be required.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify Sandwell Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can 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.

Staff are encouraged to renew their first aid training when it is no longer valid. It is the responsibility of the member of staff to be aware of the expiration date of their certificate and to notify the Business Manager of this within six months of the date.

8. Monitoring arrangements

This policy will be reviewed by the Business Manager every year. At every review, the policy will be approved by the Headteacher and appropriate Governing Boards.









9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Managing Medicines policy
- Infection Control policy

Appendix – Example of Accident/Incident forms

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Date		Time	Pupil's Name	Class / Form	Location of Incident	L.A. Accident Report No. (if applicable)
If Treatment and al Comments						F2508 Completed <input checked="" type="checkbox"/>
Name of parent/carer contacted (if applicable)						Time ● ●
Vomiting / Nausea	Nosebleed	Headache / High temperature	Head injury	Cut / graze	Asthma	Other
Parent contacted		Unable to contact Parent.		The child was well enough following First Aid to remain in school.		The child was collected from school.
				The school is of the opinion that your child should consult a Doctor.		
IMPORTANT						
FOR THE ATTENTION OF THE PARENT / CARER						
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital and take this slip with you.						
Authorised Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007737
Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007738
Authorised Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007739
Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007740
Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007741
Authorised Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007742
Signature:						
 HOLLY LODGE HIGH SCHOOL TELEPHONE: 0121 558 0691				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007743
 HOLLY LODGE HIGH SCHOOL				INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 007744

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