

First Aid Policy

Birchwood Community Academy Trust

Policy owner:	Alan O'Reilly, School Business Manager
Governing body oversight:	Full Governing Body
Date of approval:	May 2022
Date of next review:	May 2024

Aims

1. 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, and
 - Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and Guidance

2. This policy is based on advice from the Department for Education on first aid in schools:
<https://www.gov.uk/government/publications/first-aid-in-schools>
3. The policy takes account of the legislation below:
 - 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

4. The appointed person(s) for first aid is: Alan O'Reilly, School Business Manager.
5. An appointed person is someone who:
 - takes charge when someone is injured or becomes ill,

- looks after the first-aid equipment, such as restocking first aid supplies,
 - ensures that an ambulance or other professional medical help is summoned when appropriate.
6. Appointed persons are not first aiders.
7. 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.
 - Decide on sending students home to recover, using the main school office to contact home and make appropriate arrangements.
 - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Training and communications

- The names of first aiders will be displayed prominently around the school.
- 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.
- First aiders should notify school when their training is due for renewal.

The Governing Board

8. 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 headteacher and members of staff.

The Headteacher

9. The headteacher is responsible for the implementation of this policy, including ensuring arrangements are in place for the following:
- An appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times.
 - First aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
 - All staff are aware of first aid procedures.
 - 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.
 - Adequate space is available for catering to the medical needs of pupils.
 - Reporting specified incidents to the HSE when necessary.

Staff

10. School staff are responsible for:
- Ensuring they follow first aid procedures.
 - Ensuring they know who the first aiders are in school.

- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

First Aid Procedures - In-School Procedures

11. In the event of an accident resulting in injury:

- i. 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.
- ii. 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.
- iii. The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- iv. If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider, or a member of the school's main office who has been appropriately briefed, will update parents or nominated person and give suggestions of potential next steps. It is for the parents or nominated person to decide on the next course of action.
- v. If emergency services are called, the relevant member of staff will seek to make contact with the parents or carers or emergency contacts as soon as is practically possible contact parents immediately.
- vi. The first aider/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.

First Aid Procedures – Off-Site Procedures

12. 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 pupils
- Parents' contact details
- An appropriate risk assessment completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits. However, a first aider employed by school does not always need to go on a school trip. Where an event is being hosted by a third-party organisation, the school may choose to rely on the first aid provision at the event. This will only be in situations where the risk assessment carried out by school (including a transport risk assessment) supports this approach.

First Aid Equipment

13. A typical first aid kit in our school will include the following:

- 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

14. First aid kits are stored in:

- The main office
- The Polaris office
- The college reception
- The science prep room
- The caretakers office
- The design and technology classroom (D10) storeroom
- The PA block kitchen

15. No medication is kept in first aid kits.

Record-Keeping and Reporting

16. An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

17. As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form provided by the first aider.

18. Completed forms should be passed to the appointed person, Alan O'Reilly, as soon as possible after they are completed.

19. 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.

Reporting to the Health and Safety Executive (HSE)

20. The appointed person, Alan O'Reilly, 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). He 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.

21. 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>

Notifying parents

22. The member of school staff will inform parents or carers 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.

Reporting to Ofsted and child protection agencies

23. The relevant school nominated member of staff 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.

24. The relevant school nominated member of staff will also notify any relevant child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school's care.