



# First Aid Policy

## 2021-22

This policy is updated and approved by the Governing Body every year.

This version was approved Dec 21

The next update will be Sept 22

Approved : Mrs S. Driscoll – Chair of Governors

Approved: Mr N. Pledger – Headteacher

***Signed copies held on school file***

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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 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 Education \(Independent School Standards\) Regulations 2014](#), 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 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
  - 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 the school.

### 3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but the Headteacher and staff members are responsible for operational matters and day-to-day tasks in school.

### 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
- 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 for all incidents they attend to where a first aider is not called
- Informing the Headteacher or Business 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 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 report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Non-prescription medicines may be administered on an occasional basis. Parents will need to complete a permission form and provide medication clearly labelled with the pupils details. Parents will be consulted by telephone before any medication is administered and the details will be recorded. Any medication containing Aspirin will not be given to pupils under 16 years of age.

Parents/Carers of any new admissions (year 7, year 12, or in-year admissions) will be given a permission form to complete when joining school. This consent remains in place until the pupil leaves the school, after Year 11 or 13 unless parent informs school otherwise.

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

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises and authorised by the Headteacher.

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

**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:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- 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
- Reception (at the desk)
- All Science labs and prep room
- The school kitchens
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the 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
- A copy of the accident report form will also be added to the pupil's educational record by Support Staff
- 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 Business 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 Business 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>

### **6.3 Notifying parents**

The Support Staff 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.

### **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 Designated Safeguarding Lead will also notify the relevant Bucks agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **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 Business Manager every year.

At every review, the policy will be approved by the Headteacher and governing board committee.

## **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 trained first aiders

<b>Name</b>	<b>Samantha Brookfield</b>
<b>Role &amp; Location</b>	<b>School Medical Officer – First Aid Room – Ground Floor</b>
<b>Training completed on</b>	<b>Pediatric First Aid: 26/11/21</b>
<b>Date of Expiry of Certificate</b>	<b>25/11/24</b>

<b>Name</b>	<b>Nicola Booker</b>
<b>Role &amp; Location</b>	<b>Administrator – Ground Floor, Reception</b>
<b>Training completed on</b>	<b>Emergency Paediatric First Aid: 02/09/19</b>
<b>Date of Expiry of Certificate</b>	<b>01/09/22</b>

<b>Name</b>	<b>Zoe Coll</b>
<b>Role &amp; Location</b>	<b>PE Teacher – all floors</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 23/04/19</b>
<b>Date of Expiry of Certificate</b>	<b>23/04/22</b>

<b>Name</b>	<b>Paula Cummings</b>
<b>Role &amp; Location</b>	<b>Maths/PE Teacher – 1<sup>st</sup>/Ground Floor</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 06/01/20</b>
<b>Date of Expiry of Certificate</b>	<b>06/01/23</b>

<b>Name</b>	<b>Jonathan Dale</b>
<b>Role &amp; Location</b>	<b>PE Teacher – all floors</b>
<b>Training completed on</b>	<b>Introduction to First Aid in Football (IFAiF) 16/04/21</b>
<b>Date of Expiry of Certificate</b>	<b>16/04/2023</b>

<b>Name</b>	<b>Sara Douglas</b>
<b>Role &amp; Location</b>	<b>Science Teacher – 1st Floor</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 23/04/19</b>
<b>Date of Expiry of Certificate</b>	<b>23/04/22</b>

<b>Name</b>	<b>Kate Duckmanton</b>
<b>Role &amp; Location</b>	<b>Science Laboratory Technician – 1<sup>st</sup> Floor</b>
<b>Training/Type completed on</b>	<b>Emergency First Aid at Work - 23/09/21</b>
<b>Date of Expiry of Certificate</b>	<b>22/09/24</b>

<b>Name</b>	<b>Steve Elcock</b>
<b>Role &amp; Location</b>	<b>CCF</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 03/09/19</b>
<b>Date of Expiry of Certificate</b>	<b>03/09/22</b>

<b>Name</b>	<b>Mark Fenton</b>
<b>Role &amp; Location</b>	<b>Minibus driver</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 23/04/19</b>
<b>Date of Expiry of Certificate</b>	<b>23/04/22</b>

<b>Name</b>	<b>Cye Green</b>
<b>Role &amp; Location</b>	<b>Administrator – Ground Floor, Reception</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 06/01/20</b>
<b>Date of Expiry of Certificate</b>	<b>06/01/23</b>

<b>Name</b>	<b>Gary Green</b>
<b>Role &amp; Location</b>	<b>Site Manager</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 06/01/20</b>
<b>Date of Expiry of Certificate</b>	<b>06/01/23</b>

<b>Name</b>	<b>Jack Johnson</b>
<b>Role &amp; Location</b>	<b>PE Teacher</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 03/09/19</b>
<b>Date of Expiry of Certificate</b>	<b>03/09/22</b>

<b>Name</b>	<b>Chloe Jones</b>
<b>Role &amp; Location</b>	<b>Exams Officer – Reception, Ground Floor</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 06/01/20</b>
<b>Date of Expiry of Certificate</b>	<b>06/01/23</b>

<b>Name</b>	Francesca Joseph
<b>Role &amp; Location</b>	Teacher of Chemistry
<b>Training completed on</b>	First Aid at School : 06/09/21
<b>Date of Expiry of Certificate</b>	06/09/24

<b>Name</b>	Sylvie Lemaitre
<b>Role &amp; Location</b>	Learning Support Assistant – all floors
<b>Training completed on</b>	Emergency First Aid at Work : 23/09/21
<b>Date of Expiry of Certificate</b>	22/09/24

<b>Name</b>	Gary Matthews
<b>Role &amp; Location</b>	Science Teacher – 1st Floor
<b>Training completed on</b>	Emergency First Aid at Work: 02/05/19
<b>Date of Expiry of Certificate</b>	01/05/22

<b>Name</b>	Nick O'Connell
<b>Role &amp; Location</b>	Assistant Headteacher/Science – 1 <sup>st</sup> Floor
<b>Training completed on</b>	Emergency First Aid at Work: 23/04/19
<b>Date of Expiry of Certificate</b>	23/04/22

<b>Name</b>	Mat Payne
<b>Role &amp; Location</b>	Geography Teacher – 2 <sup>nd</sup> Floor
<b>Training completed on</b>	Emergency First Aid at Work: 03/09/19
<b>Date of Expiry of Certificate</b>	03/09/22

<b>Name</b>	Mandy Putman
<b>Role &amp; Location</b>	Finance Assistant – Ground Floor
<b>Training completed on</b>	Emergency First Aid at Work : 23/09/21
<b>Date of Expiry of Certificate</b>	22/09/24

<b>Name</b>	Emily Rath
<b>Role &amp; Location</b>	PE and Health & Social Care – all floors
<b>Training completed on</b>	Emergency First Aid at Work: 23/09/21
<b>Date of Expiry of Certificate</b>	22/09/24

<b>Name</b>	<b>Rosanna Ransley</b>
<b>Role &amp; Location</b>	<b>Reprographics/Data Entry – Reception, Ground Floor</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 23/09/21</b>
<b>Date of Expiry of Certificate</b>	<b>22/09/24</b>

<b>Name</b>	<b>Andy Simpson</b>
<b>Role &amp; Location</b>	<b>Assistant Headteacher – all floors</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work : 23/09/21</b>
<b>Date of Expiry of Certificate</b>	<b>22/09/24</b>

<b>Name</b>	<b>Emma Smith</b>
<b>Role &amp; Location</b>	<b>Office Manager – Reception, Ground Floor</b>
<b>Training completed on</b>	<b>First Aid for Schools: 07/10/19</b>
<b>Date of Expiry of Certificate</b>	<b>06/10/22</b>

<b>Name</b>	<b>Rebecca Stone</b>
<b>Role &amp; Location</b>	<b>Media/English Teacher – 2<sup>nd</sup> Floor</b>
<b>Training completed on</b>	<b>First Aid for Schools: 07/10/19</b>
<b>Date of Expiry of Certificate</b>	<b>06/10/22</b>

<b>Name</b>	<b>Louise Wetherall</b>
<b>Role &amp; Location</b>	<b>Sixth Form &amp; Admissions – 1<sup>st</sup> Floor</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 23/09/21</b>
<b>Date of Expiry of Certificate</b>	<b>23/09/24</b>

<b>Name</b>	<b>Rebecca Willison</b>
<b>Role &amp; Location</b>	<b>Head of PE</b>
<b>Training completed on</b>	<b>Emergency First Aid at Work: 06/01/20</b>
<b>Date of Expiry of Certificate</b>	<b>06/01/23</b>