



Holyhead

Teach What Matters

First Aid Policy

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Policy Lead:	D Denny/S Laundon



First Aid Policy

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First Aid Policy

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 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.

This policy complies with our funding agreement and articles of association.



3. Links with other policies

This first aid policy is linked to the:

- Supporting Students with Medical Conditions Policy
- Complaints Policy
- Health and Safety
- Safeguarding and Child Protection Policy
- Special Educational Needs Policy
- Keeping Children Safe in Education
- Educational Visits
- Whistle Blowing Policy
- Safer Recruitment

4. Roles and responsibilities

4.1 Appointed person(s) and first aiders

The school's appointed person, Annette Murray, 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 trained first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

4.2 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 Principal and staff members.

4.3 The Principal

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

- Ensuring that an appropriate number of 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).

4.4 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 Principal or their Line Manager of any specific health conditions or first aid needs.

5. First aid procedures

5.1 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 the 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 student 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 Lead First Aider will contact the Head of Year and 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.

5.2 Off-site procedures

When taking students 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
- Parent/carer contact details

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

A first aider will accompany the trip where possible.

5.3 COVID 19

- Any person showing symptoms attributed to COVID 19 will be treated according to current guidelines. They will immediately be isolated from other members of the school and home contacted to arrange collection.
- Staff dealing with this person **MUST** wear full PPE which is to be disposed of following guideline protocols. The area used **MUST** be fully sanitized and cleaned.
- The person with symptoms **MUST** have a COVID test and the results given to school before returning. School will then follow the correct procedures for reporting and containment.

6. First aid equipment

6.1 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
- Medical waste bag

No medication is kept in first aid kits.



6.2 First aid kits are stored in:

- First aid room
- SPACE
- Faculties where necessary
- The school kitchens
- School vehicles

7. Record-keeping and reporting

7.1 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.
- 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 student's educational file by the medical officer.
- 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.

7.2 Reporting to the HSE

7.2.1 The Health and Safety officer 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). and keep the Vice Principal for Safeguarding, Health and Wellbeing and the Principal regularly informed of recordings.

7.2.2 They 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.

7.2.3 Reportable injuries, diseases or dangerous occurrences include: Death

7.2.4 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 that requires 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
- 7.2.5 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).
- 7.2.6 Where an accident leads to someone being taken to hospital.
- 7.2.7 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.
- 7.2.8 The medical officer/first aider will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7.3 Reporting to Ofsted and child protection agencies

- 7.3.1 The Vice Principal for Safeguarding and Well-being will notify the Principal of any serious accident, illness or injury to, or death of, a student while in the school's care.
- 7.3.2 The Principal will contact the relevant staff at the Local Authority, school and governor support. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- 7.3.3 The Vice Principal for Safeguarding and Well Being will notify the Principal of any serious accident or injury to, or the death of, a student while in the school's care. The Principal will contact the relevant staff at the Local Authority, school and governor support.

8. 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 3).

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

9. Monitoring arrangements

This policy will be quality assured once a term by the Senior DSL and reviewed by the Vice Principal for Safeguarding and Well Being annually.

The policy will be approved by the Principal, Governing Sub Committee and Full Governing Board every 3 years.



Appendix 1: list of Trained First Aiders

Staff Member	Role/ Faculty	Date	Qualification	Contact
Annette Murray	Medical officer	14/15 September 2020	First Aid at Work (QCF)	3076
Loretta Williams	Link Manager	20-21 June 2018	First Aid at Work Requalification	30
Martin Mills	PE	20-21 June 2018	First Aid at Work Requalification	3012
Tina Edwards	Head of Year 7	20-21 June 2018	First Aid at Work Requalification	3085
Fesar Khan	Sixth Form/Huma nities	20-21 June 2018	First Aid at Work Requalification	
Pascale Rollings	Head of Maths	20-21 June 2018	First Aid at Work Requalification	3072
Tina Dubb	Business ICT	20-21 June 2018	First Aid at Work Requalification	3028
Sas Seniaray	Admin	18-20 June 2018	First Aid at Work (QCF)	3082
Dan Wright	AVP/ DofE			3010
Jodie Wilkinson	PE / DofE			3012
Pam Davies	Food Tech / DofE			3027



Appendix 2: Accident Report Form

Health and Safety Incident Report Form

This form should be used for near misses, where first aid was not required but could have resulted in an accident or an injury on school premises.

Name and role of person completing this form:

Signature of person completing this form:

Date:

Incident Details

Date and time of incident:

Location I Room number:

Name/s of person/s involved in the incident:

Witnesses (include contact details):

Description of incident:



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)
<i>E.g. first aid</i>			
<i>Epipen</i>			
<i>E.g. anaphylaxis</i>			