

**Policy:** First Aid Policy

**Approval:** Board of Trustees

**Date:** 2 July 2020



**CHELtenham  
BOURNside  
SCHOOL**

**Policies**

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## 1. Aims

The aims of our First Aid Policy are to:

- ensure the health and safety of all staff, students 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 students.

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

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person(s) are Admin Services personnel trained in First Aid (first aiders). 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 (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 students 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 aid personnel 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 delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 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 students
- 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
- completing accident reports (see Appendix 2) for all incidents they attend where a first aider is not first on the scene
- informing the headteacher or their manager of any specific health conditions or first aid needs – a medical information form for staff can be obtained from Admin Services.

## **4. First aid procedures**

### **4.1 Protocol for students requiring first aid treatment owing to illness during school hours:**

- students must present themselves to first aid (before contacting a parent/carer) with a note from their teacher, unless in an emergency, or if the student is outside of lessons
- first aid personnel will assess the student's need and contact parent/carer/carers if necessary
- if the student does contact a parent/carer before visiting first aid and the parent/carer elects to take the student home, the absence is unauthorised

### **4.2 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, and 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 student is too unwell to remain in school, parent/carers will be contacted and asked to collect their child, and upon their arrival, the first aider will recommend next steps to the parent/carers
- if emergency services are called, the first aider will contact parent/carers 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.

#### **4.3 Off-site procedures**

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

- a school mobile phone
- a portable first aid kit
- information about the specific medical needs of students
- parent/carers' contact details.

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

### **5. Controlled drugs**

As set out in the supporting students with medical conditions policy:

- a student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use
- all other controlled drugs are kept in a secure cupboard in the First Aid room and only named staff have access.
- controlled drugs will be easily accessible in an emergency
- first aiders will not administer controlled drugs unless responding to an emergency situation e.g. anaphylaxis

### **6. First aid equipment**

A typical first aid kit in our school will include:

- 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
- sick bags
- foil blanket
- burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- the medical room located near Reception
- Staff room (for use on trips and visits).

### **7. Record-keeping and reporting**

#### **7.1 First aid medical tracker**

- 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 in Appendix 2.
- A copy of the accident report form will also be added to the student's educational record by the first aider

- Records held on the medical tracker 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

The first aider 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, 7). The first aider 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](http://www.hse.gov.uk/riddor/report.htm) (<http://www.hse.gov.uk/riddor/report.htm>).

## 8. Training

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).

## 9. Review

This policy will be reviewed by a member of the senior leadership team to be appointed by the headteacher every 2 years. At every review, the policy will be approved by the full governing board.

## 10. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Policy on Supporting Students with Medical Conditions.



## Appendix 1: List of Appointed Person(s) for First Aid

Staff member's name	Role	Contact details
Clare Willoughby	Lead First Aid Practitioner, Admin Services	firstaid@bournside.gloucs.sch.uk
Sophie Bond	Administrator and Receptionist, Admin Services	firstaid@bournside.gloucs.sch.uk
Nicky Fordyce	Admin Services Manager	firstaid@bournside.gloucs.sch.uk



## Appendix 2: Accident Report Form

<b>Name of injured person</b>		<b>Tutor Group</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## Appendix 3: First Aid Training Log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>First Aid at work (RQF) Level 3</i>	Clare Willoughby	31.10.19	31.10.22
<i>First Aid at work (RQF) Level 3</i>	Nicky Fordyce	01.04.19	01.04.21
<i>First Aid at work (RQF) Level 3</i>	Sophie Bond	27.01.20	29.01.23
<i>First Aid at work (RQF) Level 3</i>	Clare Johnson	27.01.20	29.01.23
<i>First Aid at work (RQF) Level 3</i>	Bethany Hall	01.04.19	01.04.21