



# First Aid Policy

<b>Member of Staff Responsible</b>	Chief Executive Officer
<b>Relevant guidance/advice/legal reference</b>	<ul style="list-style-type: none"><li>• Health and Safety (First Aid) Regulations 1981</li><li>• Health and Safety at Work etc. Act 1974 and associated regulations</li><li>• The Management of Health and Safety at Work Regulations 1999</li><li>• School Premises (England) Regulations 2012</li><li>• Education (Independent School Standards) Regulations 2014</li></ul> <p><a href="https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education">https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education</a> (updated 14/2/2022)</p> <ul style="list-style-type: none"><li>• Statutory Framework for the Early Years Foundation Stage</li></ul>
<b>Approved by</b>	Board of Trustees
<b>Date of Policy</b>	May 2022
<b>Review Cycle</b>	1 year
<b>Date of Next Review</b>	May 2023
<b>Website</b>	Yes

This is a trust policy, contextualised for each school.

The Board of Trustees approve the policy and the headteacher and school business manager in each school are responsible for oversight and implementation.

The CEO is responsible for implementation of the policy for the central office.

## 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 concerning health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

## 2. Roles and responsibilities

This policy covers all of our school settings. There is also a section which refers to First Aid in the trust's central office. Given the different settings of each of our schools, this policy is given further context in section 2.

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid certificate must be on the premises at all times. See appendix 1.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided the assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider; however, we have at least one qualified first aider in all of our schools, but not in the trust central office.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### 2.1 Governors

The Board of Trustees has ultimate responsibility for health and safety matters across the trust, which is delegated to the local governing body for each school (through a link governor for Health and Safety). Operational matters for health and safety are overseen by the Headteacher, and managed by the School Business Manager.

### 2.2 The Headteacher is responsible for:

- Ensuring that an appropriate number of first aid trained staff are present in the school at all times.
- Ensuring all staff are aware of first aid procedures.
- Ensuring staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available to cater for the medical needs of students.
- Reporting specified incidents to the HSE when necessary.

**2.3 The appointed person(s)** at each school 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.
- There are trained first aiders available on a daily basis.
- First aid training is current and refreshed every 3 years.
- Any member of staff involved in lunch-time supervision and technicians working in high risk areas have received first aid awareness training, refreshed annually
- There is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

**2.4 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate and SLT are advised.
- 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 own contact details up to date.
- The school's appointed person(s)/first aider(s) are listed in appendix 1. Their names will also be displayed prominently around the school site.
- Notices are displayed prominently around school detailing the location of the nearest first aid kit and the appointed first aiders.

**2.5 Appointed persons and first aiders in the Trust Central Office**

- The CEO is responsible for implementation of the policy in the trust office. Any relevant information relating to this policy is also retained by the School Business Manager where the trust office is located. For 2022-2023, this is The Priory School.
- We have identified the need for an appointed person.
- Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff (see below).

**2.6 Staff**

School staff have the following responsibilities:

- Ensuring they follow first aid procedures as set out in the school's flowchart (Appendix 4), and know who the appointed first aiders are within the school.
- Informing the Headteacher or other member of SLT of any specific health conditions relating to themselves.

### **3. Procedures**

#### **3.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider who will assess the seriousness of the injury and provide the required first aid treatment.
- 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 left where they are, 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.
- If emergency services are called then reception, SLT and parents will be contacted immediately.
- The First Aider and/or member of staff who witnessed the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident.

#### **3.2 Off-Site Procedures**

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

- A mobile phone
- A portable first aid kit
- Information and appropriate medication for any specific medical needs of students
- Parents' contact details if the visit is out of school hours

Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking students off school premises, including individual risk assessments where required.

#### **3.3 Trust Central Office Procedures**

Given that a number of staff in the office are regularly deployed to different schools in a pattern that is not easily predictable, staffing in this area varies daily.

If there is an appointed person: The closest member of staff present will assess the seriousness of the injury and decide if the emergency services or non-emergency medical professional need to be contacted. They will remain on scene until help arrives, and complete an accident report form.

If there is a first aider:

- 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
- If the injured person hasn't provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 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. Record-Keeping and Reporting**

### **4.1 First Aid and Accident Record Book**

- Where the school has a bespoke medical room, details of first aid given are recorded in the first aid book, which is kept in there. Appendix 3.
- With any injury to the head, students are supervised for as long as required and parents are informed by telephone. For serious head injuries, parents are asked to collect.
- Phone calls home relating to serious injuries are noted in the first aid book or on Arbor.
- If an accident occurs, the first aider, or relevant member of staff, will complete an accident form, on the same day or as soon as possible after an incident resulting in an injury. The Business Manager keeps these records.

### **4.2 Reporting to the HSE**

The Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

Website for further guidance: <http://www.hse.gov.uk/riddor/>

### **4.3 Notifying parents/carers**

Either the appointed person, or a member of SLT, 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. Parents will also be informed if emergency services are called.

### **4.4 Reporting to Ofsted and child protection agencies**

A member of SLT 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.

A member of SLT will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **5. Training**

All 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 2).

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

## **6. Resources for first aid**

### **6.1 First aid equipment**

A typical first aid kit in our schools will include the following (although this list is not prescriptive):

- 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
- Gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical room
- Staff room
- Science Prep room
- PE office
- Music department
- Stanier Hall
- Adams House
- School vehicles

## Appendix 1

### List of appointed person(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS	
Sharon Warr	Pastoral Support Assistant	288	First Aid app <a href="mailto:firstaid@thomasadams.net">firstaid@thomasadams.net</a> Two-way radio channel 2
Belinda Howells	Headteacher's PA	211	
Sharon Koopmann	Attendance Officer	265	
Angela Muxlow	Administrative Assistant	205	
Corrine Brown	Finance Assistant	287	
Georgina Varrall	Data Manager	286	
Rebecca Kinnon	Exams Officer	251	
Rachel Turnbull	Exams Officer	278	
Pat Bates	Science Technician	221 / 254	
Sue Jeavons	Science Technician	221 / 254	
Amanda Edge	DT Technician	274 / 273	
David Smither	DT Technician	273	
Charlie Bailey	PE Teacher	214	
Angelique Gilbert	PE Teacher	214	
Ceri Kempster	PE Teacher	214	
Lorraine Carter	Boarding Administrator	232	
Sarah Healing	Houseparent	Houseparents' Duty Phone 07985 747795	
Jayne Weston	Houseparent		
Paul Stoddart-Crompton	Houseparent		
Jack Boswell	Houseparent		

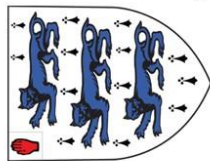
## First aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUALS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Emergency First Aid at Work	Jayne Weston	25/10/2019	25/10/2022
	Pat Bates	20/10/2020	20/10/2023
	Corrine Brown	20/10/2020	20/10/2023
	Lorraine Carter	20/10/2020	20/10/2023
	Amanda Edge	20/10/2020	20/10/2023
	Sue Jeavons	20/10/2020	20/10/2023
	Rebecca Kinnon	20/10/2020	20/10/2023
	Mary Peate	20/10/2020	20/10/2023
	Sandra Price	20/10/2020	20/10/2023
	David Smither	20/10/2020	20/10/2023
	Rachel Turnbull	20/10/2020	20/10/2023
	Georgina Varrall	13/02/2021	13/02/2021
	Diana Cooper	23/04/2021	23/04/2024
	Belinda Howells	23/04/2021	23/04/2024
	Angelique Gilbert	09/06/2021	09/06/2024
	Claire Fitton	25/08/2021	25/08/2024
	Deborah Gittins	31/08/2021	31/08/2024
	Aaron Coleman	18/11/2021	18/11/2024
	Ruth Holland	07/03/2022	07/03/2025
	Angela Muxlow	14/03/2022	14/03/2025
	Jack Boswell	26/08/2022	26/08/2025
	Sarah Healing	26/08/2022	26/08/2025
	Paul Stoddart-Crompton	26/08/2022	26/08/2025
	Aimee Cooper	26/08/2022	26/08/2025
	Jayne Weston	25/10/2019	25/10/2022



**Accident Report Form**

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			



## Teaching Staff Medical Flow Chart

September 2022

### Student suffering with...

- Headache
- Feeling nauseous
- Stomach pains
- Old injuries/ aches and pains
- Period pains
- Tooth ache

- Student to remain in class
- Suggest they have a drink of water
- Sit quietly
- Explain they need to give school a go
- Did they tell someone at home?
- Advise them to come to Medical at lesson change-over, break or lunch if needed (although we can't do anything additional than the above and doesn't mean they will be going home if they go to Medical)

- Actually been or likely to be sick
- Injury from lesson or break that requires first aid attention
- Headache/sickness/dizzy from previous head injury

- Use First Aid app / email [firstaid@thomasadams.net](mailto:firstaid@thomasadams.net) to request support
- Do NOT send child to Medical
- If student just requires a plaster then give them one from the nearest first aid box and complete Minor Injury form if necessary
- Give ice if you have any

- Student has fainted
- Low blood sugar when tested (relevant to Diabetic students)
- Asthma related issues
- Anaphylactic allergies

- **Call for help from a first aider immediately—use the First Aid app / email [firstaid@thomasadams.net](mailto:firstaid@thomasadams.net) or email [lesson-support@thomasadams.net](mailto:lesson-support@thomasadams.net)**
- **In cases of anaphylactic allergies encourage student to use their EpiPen which will be on them, spares are on shelf in Attendance/ Medical offices**

#### First Aiders CAN give:

- Ice packs
- Water
- Plasters/dressings
- Medication that has been sent from home with parental consent form completed and signed (first aider administering medication must sign individual administration form for the student)

#### First Aiders CANNOT :

- Take out splinters
- Give painkillers that have not been brought in from home with correct consent form

#### Please note

Students should not leave lessons for a cup of water or to fill up a water bottle in the Hall or Medical area. This can only be done during lesson change over or break / lunch times at the water fountains