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## First Aid Policy

Version and Date		Action/Notes: To be reviewed every 2 years
v.1	26.03.18	To be reviewed 26.03.2020

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Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all Academies within the Trust.

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

### **Aims:**

The aims of this policy are to:

- Ensure the health and safety of all staff, children and visitors;
- Ensure that staff, Trustees 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.

### **Legislation and Guidance:**

This policy complies with Elevate's Funding Agreement and Articles of Association.

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

#### **OR – delete if appropriate**

*Elevate Academies without Early Years Foundation Stage provision:*

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:

*All schools add:*

- [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

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### Links with Other Policies:

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Medical Needs policy

### Roles and Responsibilities:

**Delete when read:** *In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.*

*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. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your 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.*

*Section 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. If you don’t have an appointed person you will need to re-assign the responsibilities listed below accordingly.*

*All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.*

### Appointed person(s) and First Aiders:

The Academy’s appointed [person(s) is/are] [insert name of your appointed person(s)]. 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 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 children 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;

The Academy’s [appointed person(s) and/or first aiders] are listed in appendix 1. Their names will also be displayed prominently around the Academy.

### The Trustees:

The Trustees have ultimate responsibility for health and safety matters in Elevate’s Academies. In accordance with the Scheme of Delegation they have delegated their responsibility to the Local Governing Body (LGB) of the Academy, who in turn have delegated the operational matters and day-to-day tasks to the head teacher and staff members.

### The Head Teacher:

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

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the Academy at all times;
- *If applicable, add:* 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 the children;
- Reporting specified incidents to the HSE when necessary.

### Staff:

Academy staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in the Academy are;
- Completing accident reports (see appendix 2) for all incidents they attend to where a [first aider/appointed person] is not called;
- Informing the head teacher or their manager of any specific health conditions or first aid needs.

### First aid procedures

*Sections below assume that most schools have a first aider. Adapt these procedures as necessary to suit your context. In particular, if you have an appointed person as well as or instead of a first aider, set out their role in the procedures here.*

### In-Academy 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 child is too unwell to remain in the Academy, 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 [job title of relevant member of staff] will contact parents immediately;
- 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.

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### Off-site Procedures:

When taking children off the Academy premises, staff will ensure they always have the following:

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of children;
- Parents' contact details;

Risk assessments will be completed by the [job title of relevant individual] prior to any educational visit that necessitates taking children off Academy premises.

#### *Schools with Early Years Foundation Stage provision add:*

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

#### *Schools without Early Years Foundation Stage provision add/amend if appropriate:*

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

### First Aid Equipment

A typical first aid kit in the Academy 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

No medication is kept in first aid kits.

First aid kits are stored in:

*The following are suggestions only. Adapt this section to reflect your school's first aid arrangements.*

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

### Record-Keeping and Reporting: First aid and accident record book

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- 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;
- 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 child's educational record by the [job title of relevant member of staff];
- Records held in the first aid and accident book will be retained by the Academy 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 *[You should check whether your insurer requires accident records to be retained for a longer period of time]*

#### Reporting to the HSE:

The [job title of relevant member of staff] 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 [job title of relevant member of staff] will report these to Elevate's Premises Manager and 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 is available here:

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[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

*Schools with Early Years Foundation Stage provision add sections below:*

### **Notifying Parents:**

The [job title of relevant staff member] will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to Ofsted and Child Protection Agencies:**

The [job title of relevant member of staff] will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The [job title of relevant member of staff] will also notify [insert details of local child protection agencies] of any serious accident or injury to, or the death of, a child while in the Academy's care.

### **Training:**

- All Academy 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 Academy 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.

*Schools with Early Years Foundation Stage provision insert:*

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

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**Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]**

**Name of Academy:**

Staff member's name	Role	Contact details

**Appendix 2: Accident Report Form**

**Name of Academy:**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
<b>Action taken</b>			
<p><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></p>			
<b>Follow-up action required</b>			
<p><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></p>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

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### Appendix 3: First Aid Training Log

Name of Academy:

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>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			