

TITLE: First Aid Policy	REF: GOV040	VERSION: 2
APPROVAL BODY: Policy Committee	DATE: December 2018	REVIEW DATE: December 2022
LEAD PERSON: Group Director Human Resources		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. December 2018	ALET Board	Full Review

First Aid Policy

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations regarding the provision of First Aid to students and staff at the Trust’s schools.

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	2
4. First aid procedures	3
5. First aid equipment.....	4
6. Record-keeping and reporting.....	5
7. Training.....	6
8. Monitoring arrangements	6
9. Links with other policies	6
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	6
Appendix 2: Example accident report form.....	7
Appendix 3: first aid training log	7

.....

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. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The Trust's appointed person is the Group Health and Safety Officer. Within each school the leadership group representative will nominate an appointed person who 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 3)
- Keeping their contact details up to date

Each school's appointed person and 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 delegates operational matters and day-to-day tasks to the leadership group representative and staff members.

3.4 The headteacher

Within each school, the leadership group representative is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and first aid trained 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their 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 [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

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 appointed lead for Health and Safety matters prior to any educational visit that necessitates taking pupils off school premises.

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

5. First aid equipment

A typical first aid kit in our schools 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.

Locations of first aid kits are displayed in each school

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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 3 This information will be forwarded to the Group Health and Safety Officer.
- A copy of the accident report form will also be added to the pupil's educational record by the appointed lead for Health and Safety matters
- 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 Group 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).

The Group Health and Safety Officer 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 is available here:

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 2).

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 Group Health and Safety Officer every 3 years.

At every review, the policy will be approved by the full governing board].

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: Example table for appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details

Appendix 2: 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>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

Appendix 3: Example accident report form

Accident, Incident, Dangerous Occurrence and Work-related Illness Notification Form

(‘Incident’ includes a fire incident and/or a violent assault upon a member of staff or a contractor)

Part 1 Details of the person injured or involved in the incident

Full Name:		Course attended if a student:	
		Tutor’s Name:	
Home Address:		Employer’s Name & Address:	
Postcode:	Tel. No:	Postcode:	
Job Title/Role:	Normal place of work/study:	Please circle as appropriate: Male/Female	Date of Birth:
	Name of Line Manager:		
Please tick as appropriate:			

Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Member Public/Visitor <input type="checkbox"/> Work Experience Student <input type="checkbox"/> Apprentice <input type="checkbox"/> Student <input type="checkbox"/>
Pupil/Student U/16 <input type="checkbox"/> Child U/13 <input type="checkbox"/>

Part 2 Details of the person filling in this form

Full Name:	Job Title/Role:
Normal place of work:	Home Address:
Ext: Work Mobile:	Postcode: Tel. No:

Part 3 Details of the accident / incident or dangerous occurrence

Date:	Time (24 hr clock):	Location of the accident /incident – please circle as appropriate: Bicester Tech / Bicester school / UTC Heathrow / UTC Oxfordshire /UTC Salisbury /UTC Swindon / UTC Reading / Theale Green School / Off-site Building/Block: Room No: External location/car park area:
-------	---------------------	---

Briefly describe the incident/accident/near miss, what happened, who was involved and where. Indicate what you think the cause was if you can, considering what the person was doing at the time including any equipment, machinery, substances in use, and the state of repair of the premises and/or any relevant environmental conditions.

If necessary, please continue on a separate sheet of paper and staple to this form.

The relevant Line/Duty Manager or Tutor in charge should check that sections 1 – 3 have been fully completed and then complete sections 4 & 5 below

Outline of immediate action taken to prevent a similar accident/ incident in future (to be completed by the manager in charge of the area concerned):

List recommendations made to further improve working practices, including a review of the risk assessments of relevant activities:

Action to be taken by whom:

Action to be taken by when:

Name of relevant Line Manager or Learning Manager (please print name):

Signature of Line Manager or Learning Manager:

Job Title:

Date:

If necessary, please continue of a separate sheet of paper and staple to this form.

Now please forward the completed form to the:-

**Group Health & Safety Officer, Estates office, Banbury College, Broughton Road,
Banbury , OX16 9QA or scan and email to
andrew.hargrave@activatelearning.ac.uk**

Part 6 The following sections are for completion by the Health & Safety Officer

Date completed form received by Group Health & Safety Officer:

Safety Adviser's comments and recommendations for further action:

RIDDOR reportable? Yes / No If so, date reported to the HSE:

Reported on-line? Yes / No

Reported by phone? Yes / No

Signature of the Group Health & Safety Officer:

Date:

Part 7 Distribution

Please tick as appropriate

Group Occupational Health Officer

Head of Campus

HR Manager

Faculty Director

Director of Property & Environment

Director of Curriculum

Head of Facilities

Contracts & Quality Manager for Activate Enterprise

Campus Facilities Manager

Learning Manager

Comments and further actions