

Brookfield School

First Aid Policy

September 2024

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Compiled by School & Governors

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Date: 02/09/2024

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Appendix 1: list of appointed person(s) for first aid and trained first aiders

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

Legislation and guidance

This policy is based on advice from 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 Reporting of Injuries, Diseases 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 \(State School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Roles and responsibilities

Appointed person(s) and first aiders – names will be displayed prominently around the school. Example of first aiders list displayed in appendix 1.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is 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 where 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.
- Liaise with the admin team should the pupil need to be sent home.
- Completing an accident form on the same day, or as soon as is reasonably practicable, after an incident. (see appendix 2).
- Keeping their contact details up to date.

It is emphasised that the qualified First Aiders are **NOT trained doctors or nurses.**

The governing body

The governing body 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.

The Headteacher

The headteacher 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 school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the School Business Manager)
- Ensuring all staff are aware of the first aid procedures.

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that senior leaders and staff undertake risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident report form for all incidents they attend to where first aider is not called.
- Informing the provision lead of any specific health conditions or first aid needs.

First Aid Procedures

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, 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 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 the recovery position.
- The first aider judges that a pupil is too unwell to remain in school in liaison with the provision lead. Parents should be contacted and advised accordingly along with their recommendations for the next steps.
- If emergency services are called, the office staff/provision lead will contact parents/cares immediately.

- The first aider will complete an accident report form on the same day or as soon as is reasonably practical to do so after an incident resulting in an injury.

Off-site procedures

When taking pupils off site, staff will ensure they always have the following:

- A mobile phone
- A first aid kit
- Information about specific medical needs of pupils
- Contact details of pupils.

Risk assessments will be completed by the trip organiser and approved prior to any educational visit taking pupils off the school premises.

First Aid Equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Assorted plasters
- Scissors
- Cold compresses
- Burns dressings.

No medication should be kept in the kit.

First Aid Kits Storage

- Front Office in Grey Cabinet
- Medical Room
- Science Room
- School vehicles
- School/Teaching Kitchens

Record keeping and reporting.

First aid and accident 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 injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident form will also be added to the pupils educational file.
- 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.

Reporting to the HSE

The Provision Leads will keep record of any incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation (regulations 4, 5 and 7).

The Provision Leads will report these to the HSE 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 fingers, thumbs or 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

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 incidents that do not result in injury but could have done. Examples of near miss relevant to schools include, but are not limited to:

The accidental release or escape of substances hazardous to health.
An electrical short circuit or overload causing fire or explosion.

How to make a RIDDOR report

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

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 the renewal date is.

Staff are encouraged to renew their first aid training when it runs out. The staff member should contact the Business Manager 2 months before the end of the certificate expiry date if they have not already been contacted by the Business Manager.

Monitoring arrangements

This policy will be reviewed by the Business Manager annually. At every review, the policy will be approved the headteacher and governing body.

Other Policies Relating to First Aid

Health and Safety Policy

Appointed Persons 2024/5

Rob Brocklebank, Tim Mataciunas, Ellie Cash & Andy Hill

List of First Aiders 2024/5

Lynda Morley
Daniel Leaver
Courtney McGowan
Jennifer Buckley
Rick Turner
Paul Addison
Katie Brocklehurst

Kane Cleland