

First Aid Policy

Name and Job Title of Author:	Eryn Harrison – Trust Senior Operations Manager
Approval Committee:	Board of Directors
Date policy approved:	
Version number:	1
Stakeholders consulted with/comments received:	Yes
Target Audience:	All
Reference Documents:	See page *
Date of next review:	Jan 2029

Table of changes

Version Number	Date of Version/Review	Detail changes
V. 1		
V.2	01.09.26	Addition of designated person to oversee first aid provisions.

Contents

1. Aims	3
2. Legislation and guidance	4
3. Roles and responsibilities.....	4
4. First aid procedures	6
5. First aid equipment.....	7
6. Record-keeping and reporting.....	8
7. Training	10
8. Safeguarding	10
9. Monitoring arrangements.....	11
Appendix 1: list of First Aiders.....	11

The First Aid Policy ensures that every student is treated with respect and dignity, while fostering a safe environment for all pupils and staff. It adopts a holistic approach to health care. Within St Cuthbert's Schools, the provision of First Aid is guided by three core principles: preserving life, preventing harm, and promoting recovery at all times. This policy has been developed in accordance with government guidelines for First Aid in schools.

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

The aims of the School are achieved through the policies of the National Curriculum Core and Foundation subjects. Each student's entitlement is recognised. This operates irrespective of gender, race, religion, disability or other factors. St Augustine's provides appropriate equipment and trained health care assistants with their main role to provide first aid.

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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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 First aiders

The school's appointed First aiders 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 (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 following the schools reporting process
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trust Directors

The board of Directors 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 first aiders 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)
- Appoint a designated individual to oversee first aid provisions.

3.4 First Aid Appointed Person

Every school should appoint a designated individual to oversee first aid provisions.

- This role does not need to be filled by a qualified first aider.
- It is strongly recommended that it be assigned to the office manager or a first aider.
- Schools may appoint more than one person if required to ensure adequate coverage.
- The appointed individual(s) will be responsible for conducting monthly checks of all first aid kits and medications to ensure they are complete, in date, and fit for use.

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures and only call a first aider when needed
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called (logging minor accidents on Arbor)
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

If a child tells a staff member that they are unwell, the staff member must assess the medical need. All members of staff are able to be curious around when the child began to feel unwell and whether there are simple steps to make sure the child more comfortable.

If a staff member determines that a pupil requires a second opinion or more advanced first aid, they must escort the child to the designated medical area to consult with a Lead First Aider. Following a clinical assessment of the injury, a formal entry must be made in the school's Statutory Accident Book, detailing both the nature of the incident and the treatment administered. A professional determination will then be reached by the Lead First Aider regarding whether the pupil is clinically fit to remain in the school environment or if the injury necessitates immediate collection by a parent or carer for further external medical intervention. In all instances, the school maintains a duty of care to ensure parents are informed of the injury in a timely manner, with particular urgency applied to head injuries or those that may require ongoing monitoring at home.

On many occasions' pupils can remain in class when waiting for parents to pick them up.

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 pupil should not be left alone.
- 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 the 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 this is due to an accident rather than sickness the first aider will notify a senior leader.
- If emergency services are called, the first aider will notify a senior leader asap and will liaise with the office team to 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 using brom com and the smart log system.
- **Some students may have a health care plan / individual process for their first aid / medical needs which you will be aware of. It is important we stick to personal plans if applicable**

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 including, at minimum:
- Information about the specific medical needs of pupils
- Parents' contact details

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

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- EYFS unit
- Kitchen
- Travelling/emergency kits for school visits and lunchtime provision.

6. Record-keeping and reporting

6.1 First aid and accident record

- An accident will log within the accident book. This should happen as soon as the accident is dealt with.
- An accident will then be logged on Every weekly.
- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid system 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 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 and 7).

The Trust Estates Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Site facilities manager / operations manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

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

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

6.3 Notifying parents

In event of a head injury, or more serious first aid incident the first aider will notify a member of the Senior Leadership team and will liaise with the school office to notify the parent

7. Training

All school staff are able to undertake basic first aid training through our National online safety account.

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 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Safeguarding

The first aider may have safeguarding concerns whilst dealing with a first aid incident. The designated safeguarding lead must be informed immediately following the schools safeguarding procedure.

9. Monitoring arrangements

This policy will be reviewed by the Headteacher every year with the Director of school improvement.

The directors will review this policy every 3 years (Or sooner should the need arise of significant revisions be made

Appendix 1: list of First Aiders

- | | | |
|---------------------|--|--|
| 1. Mrs C Anderson | | |
| 2. Mrs A Biggs | | |
| 3. Mrs C Dudding | | |
| 4. Mrs C Fearnley | | |
| 5. Mrs J Fenton | | |
| 6. Mrs A Findlay | | |
| 7. Miss H Gawthorpe | | |
| 8. Miss M Huckstep | | |
| 9. Mrs C Kirby | | |
| 10. Miss K Lister | | |
| 11. Miss G Moore | | |
| 12. Miss R Nahurski | | |
| 13. Miss M Paluch | | |
| 14. Miss J Whitton | | |