

The Frances Bardsley Academy

First Aid Policy



This document was accepted and ratified by the Local Governing Body on: 25th February 2020

Review date: Jan 2023

Person responsible: Miss E Darabasz

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures	4
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 trained first aiders	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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aiders are listed below. 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 (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 2)
- 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 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 Heads of School and staff members.

3.4 The Heads of School

The Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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
- 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 (Below)
- 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 is not called
- Informing the Heads of School 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 minor illness:

- The closest member of staff sends the student to Student Services. The Admin Support Officer for the relevant year group will assess and make contact with home if necessary and /or keep the student in the medical room. If the student is feeling dizzy/faint, out of breath etc a First Aider must be contacted. The student must not be sent to Student Services and must not be allowed to use the stairs unaccompanied

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. Mrs Chatfield the Healthcare coordinator carries the school emergency first aid mobile phone 07923 016172
- 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 decision to call an Ambulance should only be taken by the First Aid qualified staff leading the incident
- 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 and seek professional medical advice
- If emergency services are called, the Administrative Support Officer or Heads of School will contact parents immediately
- The first aider will complete an entry into the Accident Book 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
- Any EHCP's necessary
- Parents' contact details

Risk assessments will be completed by the Trip Organiser 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 school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)

6. Record-keeping and reporting

6.1 First aid and accident record book

- The Accident Book 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
- 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 Heads of School and The School Business Manager 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 Heads of School and The School Business Manager 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:

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

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

7. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Either **EFA** = 1 day Emergency First Aid or **FAaW** = 3 day First Aid at Work

The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3). This list is held and updated by HR coordinator.

8. Monitoring arrangements

This policy will be reviewed by the Local Governing Body and Heads of School every 3 years.

At every review, the policy will be approved by the Local Governing Body

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: list of **trained first aiders**

Staff member's name	Role
Elishia Cole Expires 20/01/2023	EFA & Asthma & Epipen trained
Jessica Macnab Expires 20/01/2023	EFA & Asthma & Epipen trained
Vicky Miller Expires 09/09/2023	EFA & Asthma & Epipen trained
Julie Coombs Expires 13/03/2020	EFA
Katie Townsend Expires 02/05/2020	Schools First Aid Course from previous school
Deborah Mann Expires 13/05/2020	FAaW
Alex Lakhani Expires 30/06/2020	EFA
Fiona Martin Expires 11/07/2020	FAaW Diabetes trained in September
Kerry Disney Expires 21/09/2020	FAaW training 20/9 and Diabetes training
Denise Chatfield Expires 06/11/2020	FAaW Diabetes and Insulin pump trained
Marja Bayfield Expires 18/02/2021	FAaW Diabetes and Insulin pump trained
Clare Dorber Expires 15/06/2021	EFA
Amy Johnson Expires 30/04/2021	EFA
Harriet Mond Expires 30/05/2021	EFA
Paige Newman Expires 23/07/2021	EFA
Katie Parkinson Expires 23/07/2021	EFA

Caron Doherty Expires 08/11/2021	EFA
Nicola Hyde Expires 18/11/2021	EFA
Rebecca Woods Expires 14/02/2022	FAaW
Debbie O'Shaugnessy Expires 20/03/2022	EFA
Mel Cambridge Expires 07/03/2022	FAaW Diabetes trained
Toby Wheadon Expires 04/06/2022	FAaW
Michelle Murphy Expires 12/06/2020	FAaW for cleaner and site team
Laura Hebden Expires 16/06/2022	EFA
Tina Severn Expires 01/09/2022	EFA

