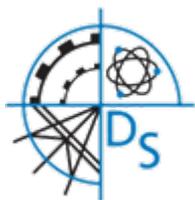


Denefield School

First Aid Policy

Approved by FPPPAC on	24 June 2020
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Location of policy	Website



Denefield School

First Aid Policy

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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

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.

3.1 Appointed person(s) and first aiders

The school's appointed persons are the Lead Medical and Welfare officer, and Facilities Manager. 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 appointed persons are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Board of Trustees

The board of trustees 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 appointed persons and 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)

3.4 Teachers and other school 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 responsible person or First Aider 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 Admin office supervisor will contact parents immediately
- If a student needs to be taken to hospital by ambulance, and their parents/carer have not arrived, a member of staff will accompany the student and will remain with the student until the parent/carer arrives.
- If after discussion with the emergency services, it is recommended that a student is taken directly to hospital, the schools minibus will be used (if available), and two members of staff will accompany the student.
- The first aider/relevant member of staff will complete an accident report form (Witness or first person on the scene) 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 Educational Visits Co-ordinator 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:

- 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 medical room
- Admin office
- The Science prep room
- The school kitchens
- School vehicles
- Student Reception

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 (in First Aid room, and Facilities Managers office)
- A copy of the accident report form will also be added to the pupil's educational record by the Lead Medical and welfare officer. This is to be scanned by the Facilities Manager, and shared with the Lead Medical and Welfare officer for entering onto pupils' records.
- 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 Facilities 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 Facilities Manager or Head teacher 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>

The Facilities Manager or Head teacher will also notify the West Berks Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 3).

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 Facilities Manager every three years.

At every review, the policy will be approved by the Headteacher, Facilities Manager & Trustee's

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

10. Appendix 1: List of Appointed persons / First Aiders

Staff member's name	Role	Contact details
Chris Horton (Not on rota)	Facilities Manager	chn@denefield.org.uk
Nikki Frankum Lead first Aider	Lead Medical and Welfare officer	nfm@denefield.org.uk
Nicky Wilcox	First Aider	wlx@denefield.org.uk
Donna Batson	First Aider	dbn@denefield.org.uk
Bethan Lloyd	First Aider	bld@denefield.org.uk
Nadine Hinton	First Aider	nhn@denefield.org.uk
Craig Brown	First Aider	cbn@denefield.org.uk
Jean Nay	First Aider	nay@denefield.org.uk
Sue Sharman	Sport First Aid	ssn@denefield.org.uk
Jemma Colbourne	Sports First Aid	jce@denefield.org.uk
Joe Clare	Sports First Aid	jcr@denefield.org.uk
Danielle Smith	Sports First Aid	dsh@denefield.org.uk
James McGiveron	Sports First Aid	jmn@denefield.org.uk

11. Appendix 2: Accident report forms

A small number of the forms will be kept in the First Aid room, the Facilities Manager will have a stock of them also. Once completed the form **MUST** be returned to the Facilities Manager as quickly as possible. If the FM is on holiday or off work sick etc. the form is to be returned to the Headteacher. RIDDOR reportable incidents are time critical, hence the need to return the completed forms quickly.

Incident report form

This form is to be used to notify all reportable events. These include **all** accidents to people, whether staff or general public, all incidents involving damage to property, whether or not owned by this school and all other reportable events.

Please return this form to the **Facilities Manager** and retain a copy for your records. Any accident involving death or serious injury must be reported to the Headteacher **immediately**.

Injured party details

Surname:		Forenames:	
Address:			
DoB:	Sex:	Mr/Mrs/Ms/Miss	
Telephone (Home):		Telephone (Work):	

Status *Please circle*

Employee	Parent	Visitor	Other	Student
If other please specify				Tutor group:

Type of incident *Please circle*

Personal injury	Property damage	Violence/physical	Verbal abuse/threats	Chemical spillage	Bullying/discrimination	Other
If other please specify						

Incident description

Date:	Time:
Location and/or address (please be as specific as possible)	
Description of incident (please continue on separate sheet if necessary)	

Motor vehicles involved (if applicable)

Make & model:	Make & model:
Colour:	Colour:
Registration:	Registration:

Injuries: was a school first aider called? Yes / No

*(If **yes** this section should be completed by the first aider, if **no** by the person completing this form)*

Nature of any injury sustained:	
What treatment was administered?	
By whom:	Signature of first aider (if applicable):
Was it necessary to take/send the injured person to hospital? Yes / No	
Name of hospital:	

Additional information, i.e. witnesses, medical conditions, if a student was under teacher supervision etc. *(Please continue on separate sheet if necessary)*

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Person completing this form

Name:	
Signed:	Date:

Line manager evaluation *(What action should be taken to prevent recurrence)*

Signed:	Date:

Once signed, please pass the original back to the Facilities Manager (or Headteacher in his absence) and keep a copy for your actions.

Is the incident reportable under RIDDOR?

Yes/no

Is the incident reportable under any other Health & Safety directives e.g. COSHH,

Manual Handling Regs etc.?

Yes/no

Was the injured party absent for more than three days?

Yes/no

Seen by Facilities Manager

Seen by Headteacher

Signed:	Date:
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Signed:	Date:
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Appendix 3.

Covid-19

Advice for Schools - First Aid Cover During COVID 19 (April 2020)

Introduction

This guidance is provided to help schools and other educational settings who still have direct contact with pupils on their premises, to consider practical, safe working arrangements for first aid cover in the workplace during the COVID-19 pandemic.

Much of the guidance comes from the Resuscitation Council UK, who's guidance may change with current developments. Under the circumstances, it is advisable to keep checking the COVID – 19 web-page for the most up to date information:

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-crisis-conversations/>

Frequently Asked Questions

1. We have reduced numbers of pupils and staff in school do we still need to have first aiders on site every day?

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

The HSE states, if first aid cover for a school is reduced because of coronavirus or employees are unable to undertake the first aid training required, schools can still comply with the law by carrying out a first aid needs assessment and deciding on the level of cover which needs to be provided.

In the first instance schools should try to rota in first aid cover, being aware of any specific needs of staff and pupils and those at higher risk. First aid cover to be considered will include those with a full First Aid at Work Certificate, and those that have Basic First Aid and Emergency First Aid qualifications, for example; staff having undertaken Emergency First Aid (6 hour course) could provide first aid cover as long as they are confident and competent to do so for the ages on site. It is important to ensure that staff available to provide first aid are competent and confident to deal with any foreseeable incident.

For further information see link below to the First Aid Guidelines: <https://www.hse.gov.uk/firstaid/>

It is likely, with less people coming into school, that requirements for first aid cover will be reduced. It is advised that with reduced cover, that higher risk activities should be avoided.

Schools should review their risk assessments in consideration of changing circumstances, including changes in numbers of staff and pupils on site from day to day.

The HSE states that first aiders can be shared between schools, however it needs to be ensured that the first aiders have sufficient knowledge, experience and availability to cover the first aid needs of the establishment(s).

An e-learning revision course will be made available on line in May 2020 for those with first aid qualifications who would benefit from revision.

If you have any queries please contact The Occupational Health, Safety and Wellbeing Service on: 02476833285, or email on: ohsw@coventry.gov.uk

Key considerations for shared first aider cover:

First aiders should:

- Be aware of the type of injuries or illnesses that have been identified in the school
- know enough about the school environment and its first aid facilities
- be able to get to the workplace in good time if needed
- ensure that everyone is clear on who will respond to first aid events
- where the first aid record of treatment is kept
- where first aid kits are kept

It is important that changes to information are updated and communicated using the most appropriate means for the setting.

2. Our staff are working on a rota basis and a First Aider at Work is not always available, what should we do?

In order to decide what provision needs to be made a first-aid needs assessment must be undertaken. This assessment should consider the workplace hazards and risks and the employees that may be present. The findings will help decide what first-aid arrangements need to be put in place.

Some considerations when doing the needs assessment:

- What hazards and risks are present and what may have changed with the present circumstances?
- Will there be any lone working?
- How many staff are on site at any time, how has this changed?
- Has accessibility to emergency services changed?
- Will there be any visitors on site, how often and when?

When doing the needs assessment, remember to consider all day to day activities and any practicalities such as the first aid provider being able to leave what they are doing straight away, to attend to an emergency.

For a first aid emergency always call 999, where you will be provided with instructions from a trained responder.

Remember to make sure that a member of staff checks the first aid kits to ensure the contents is in date and replace any items that have expired.

Ensure the first aid boxes are in a prominent place and that all staff, including anyone providing cover, knows where to find them.

3. My First Aid at Work Certificate has expired, am I still able to provide cover?

First aid certificate extensions

If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification as a direct result of COVID-19 and the related government guidance, the validity of certificates can be extended temporarily by up to 3 months.

This applies to:

- First Aid at Work (FAW)
- Requalification
- Emergency First Aid at Work (EFAW)
- Paediatric First Aid

An e-learning revision course will be made available on line in May 2020 for those with first aid qualifications who would benefit from revision.

If you have any queries please contact The Occupational Health, Safety and Wellbeing Service on: 02476833285, or email on: ohsw@coventry.gov.uk

4. We don't have a Paediatric First Aider?

For those not trained in paediatric first aid, the most important thing is to act quickly to ensure the child gets the treatment they need in a critical situation.

The importance of calling an ambulance and taking immediate action in an emergency such as breathing difficulties, choking, cardiac arrest or excessive bleeding cannot be stressed enough, to avoid the emergency becoming critical.

Where rescue breaths are required, it is recommended that this is still performed for children. Although there is an increased risk of transmitting the COVID-19 virus, either to the first aider or the child/infant, the risk is small compared to the risk of not taking this action, which could lead to the death of the child.

Early Years Foundation Stage (EYFS) normally requires at least one person who has a current paediatric first aid certificate to always be on the premises and available when children are present. However, with the wider risks around COVID -19 reducing numbers of staff, children and first aiders, it is likely that schools will be able to maintain a safe environment with a lower than usual level of first aid cover.

As a reasonably practicable measure during the pandemic, where qualified first aiders are willing to treat paediatric aged children, they need to be confident and aware of the difference between adult and paediatric techniques. Some guidance can be found on the following link:

<https://www.resus.org.uk/resuscitation-guidelines/>

5. Should I carry out mouth to mouth resuscitation for an adult who needs CPR?

Because of the increased risk of COVID-19 infection during CPR, the **Resuscitation Council UK** offers the following advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the casualty's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, first aiders should place a cloth/towel over the casualty's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the first aider has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all first aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should seek advice from the NHS 111 Coronavirus Advice Service or their medical adviser if concerned.

6. How do you maintain social distancing and provide first aid?

- It is always good practice to wear gloves when administering first aid. These are provided in first aid kits.
- With minor injuries you may be able to instruct a person in what to do, or pass them the items that they need and stand at a distance if it is age appropriate to do so.
- Always maintain good hand hygiene after administering first aid by washing your hands.
- If first aid such as CPR is required and you suspect the individual has symptoms of Coronavirus, the Resuscitation Council UK guidance advises that you do not administer rescue breaths, use chest compressions only. It is recognised that some first aiders will still chose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

7. Do first aiders need PPE?

The Resuscitation Council UK has not been involved in the PHE guidance regarding personal protective equipment (PPE). If the first aider has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.

8. If someone needs medical care do, we still call an ambulance/send them to A&E?

Assess the casualty and, if necessary, dial 999 or 112 for an ambulance. If a person isn't breathing normally, **call an ambulance** and start cardiac compression straight away if you can.

References and Useful Links:

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

<https://www.hse.gov.uk/firstaid/legislation.htm>