



Denefield School

First Aid Policy

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Denefield School

First Aid Policy

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures.....	5
5. First aid equipment	6
6. Record-keeping and reporting.....	6
7. Training.....	7
8. Monitoring arrangements.....	8
9. Links with other policies.....	8
Appendix 1: list of appointed first aiders.....	9
Appendix 2: incident report form.....	10

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and trustees 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

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 students

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

Employers must usually have a sufficient number of suitably trained first aiders to care for students and 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 an assessment of need has taken into account the nature of employees' work, the number of staff and students, 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 students 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. Key first aiders' 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 students
- 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.

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 student 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 manager will arrange for parents to be contacted 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 students 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 students
- Parents' contact details

Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking students off school premises.

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

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

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 Manager's office)
- A copy of the accident report form will also be added to the student'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 students' 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 Health & Safety Executive (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 Headteacher 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 Headteacher will also notify West Berkshire Council of any serious accident or injury to, or the death of, a student while in the school's care.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring arrangements

This policy will be reviewed by the Facilities Manager every year. At every review, the policy will be approved by the Headteacher, Facilities Manager and Trustees (Standards Committee)

Links with other policies

This first aid policy is linked to the following policies:

- Educational visits and off-site activities
- Health and safety
- Supporting students at school with medical condition

Appendix 1: List of appointed persons / first aiders

Staff member's name	Role	Contact details
Chris Horton (Not First Aider)	Facilities Manager	chn@denefield.org.uk
Alex Glanville	First Aider	age@denefield.org.uk
Juliet Greenhalgh	First Aider	jgh@denefield.org.uk
Simon Gadsdon	First Aider	sgn@denefield.org.uk
Gemma Fox	First Aider	gfx@denefield.org.uk
Ruth Yates	First Aider	rya@denefield.org.uk
Craig Brown	First Aider	cbn@denefield.org.uk
Jean Nay	First Aider	nay@denefield.org.uk
Peter Wright	Sport First Aid	pwt@denefield.org.uk
Jemma Colbourne	Sports First Aid	jce@denefield.org.uk
Joe Clare	Sports First Aid	jcr@denefield.org.uk
Claire Arias Martin	Sports First Aid	can@denefield.org.uk

Appendix 2: Incident 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:	Signed:	Date:
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