

# First Aid Policy



## The Cottesloe School

<b>Policy Type:</b>	Statutory
<b>Reviewed by:</b>	Laura Kay (Assistant School Business & Finance Manager) Ms M Randall (Link Governor) and Mrs C Stirk (Policies Governor) Emma Fisher (Senior First Aider)
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## 1. 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 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
- Ensure that the school recognises the importance of mental health first aid and will provide appropriate training and support to staff to identify and respond to mental health crises alongside physical 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

## 3. Roles and responsibilities

The school has completed an assessment of First Aid needs and has appointed a senior First Aider who is the primary First Aider in school. The Senior First Aider has a second in First Aid who will deputise when the Senior First Aider is absent and will support when required for large school events and immunisations.

### 3.1 Appointed person(s) and First Aiders

The school's appointed person is a Senior First Aider is 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

All staff have a responsibility to be vigilant regarding safeguarding concerns linked to physical injury or mental wellbeing. This must be reported to the Safeguarding Team under the schools policies and procedures.

All appointed First Aiders have a responsibility to be vigilant for any physical injuries or mental health concerns that could potentially raise a safeguarding concern. If, in the course of providing first aid, a First Aider observes an injury, pattern of injuries, mental health concern or a disclosure that suggests abuse, neglect, or other significant harm, they must immediately and confidentially report this to the designated Safeguarding Lead, following the schools Safeguarding Policy and Procedures. This reporting takes precedence and is critical for the safety and well-being of the individual.

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 Headteacher and staff members.

### **3.3 The Headteacher**

The Headteacher is responsible for the policy. They have delegated the implementation of the policy to the School Business Manager, including:

- Ensuring that an appropriate number of First Aid trained staff 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 to support to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 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 for all incidents they attend where a First Aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Ensure they are aware of the students in their classes trips/visits or extra curricular activities with medical conditions

#### **4. First aid procedures**

First aid procedures will be adapted as necessary to comply with current public health guidance on infectious diseases, including the use of appropriate Personal Protective Equipment (PPE) and hygiene measures

##### **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 will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain with the injured person until help arrives
- The First Aider will also decide whether the injured person can be moved and if they need to be 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
- The First Aider will log the accident on the schools Medical portal immediately or as soon as is reasonably practical after an incident. They will update the tracker with any further information received. For example, if the injured person is taken to hospital or has to remain in hospital overnight.
- If emergency services are called, the school office will contact parents immediately
- The Senior First Aider will make a follow up phone call if the student was taken to hospital

##### **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 including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile

- o 2 safety pins
- o Individually wrapped moist cleansing wipes
- o 2 pairs of disposable gloves
- Information about the specific medical needs of students
- Parents' contact details
- When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:
  - 10 antiseptic wipes, foil packed
  - 1 conforming disposable bandage (not less than 7.5cm wide)
  - 2 triangular bandages
  - 1 packet of 24 assorted adhesive dressings
  - 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
  - 2 sterile eye pads, with attachments
  - 12 assorted safety pins
  - 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader and added to Evolve prior to any educational visit that necessitates taking students 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:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (single use)
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

While no medication is kept in first aid kits, arrangements for the administration of prescribed medication, such as inhalers or epipens, are outlined in the Supporting Students with Medical Needs Policy.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- 4 in PE office

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- All accidents and incidents are logged immediately or as soon as possible on the school's medical tracker portal, 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:
  - The name of the injured person, where on their body they have sustained an injury. Where in the school it happened, what was the nature of the accident or incident ie a trip, slip or fall
  - A copy of the entry in the Medical tracker will be sent to all those with parental responsibility when a student sustains an injury to the head or needs to go to hospital. All other injuries will be reported to parents at the First Aider's discretion
  - Records held in the first aid and accident book on Medical Tracker 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 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 School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. They will report the accident using the Buckinghamshire Council Assess-net portal.

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:
    - o Covers more than 10% of the whole body's total surface area; or
    - o 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 School Business 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

### **Students and other people who are not at work (e.g. visitors, contractors): 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**

Parents will be informed of any accident or injury sustained by a student, including details of treatment provided, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

## **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 3-2). 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. Review of policy**

This policy will be reviewed annually. Next review date September 2025

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Supporting students with medical needs policy
- Educational visits policy

## Appendix 1: list of Trained First Aiders

Please see below link

[List of First Aiders](#)

STAFF MEMBER'S NAME	Location	Certificate expiry date
Regina Hubber	Medical room/Radio	FREC4 / Annual update July 2024
Simon Clawson	B-Block Upper	July 2024
Julia Smith	Admin	July 2024
Chris Stacey	Site team/Radio	Nov 2025
Sarah Felton	PE/E-Block	July 2024
Alex Thorning Curtis	PE /Challenge /E-Block	July 2024
Dave Houchen	Site Team /Radio	Nov 2025
Penny Swabey	Various/ Year 11	July 2024
Edward Perkins	Various Year 11	July 2024
Jennifer Waples	Site Team /Lettings	July 2024
Hilary Nicholls	Art/A-Block	July 2024
Kelly Woodburn	Science	July 2024
Rachel Goddard	MFL/E block	July 2024
Jade Slee	English /A-Block	July 2024
Lyn Hutley	Science	July 2024
Aly Knightley	Geography/C-Block	July 2024
Andrew Pye	Geography/C-Block	July 2024
Ethan Knightley	Maths /B-Block	July 2024
Grant Brockwell	Science	July 2024
Claire Hooley	Science	July 2024
Angela Hawkes	History/B-Block downstairs	July 2024
James Poote	Design Technology	July 2024
Janice Hammons	Maths /B-Block Upstairs	July 2024

STAFF MEMBER'S NAME	Location	Certificate expiry date

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred.			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

### Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.G. FIRST AID			
E.G. PAEDIATRIC FIRST AID			
E.G. ANAPHYLAXIS			