



Registered Charity 1171812

First Aid Policy

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Authorised by	Full Trust Board
Responsibility of	Chief Executive
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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 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

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 2019, which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is Edward Rothman. 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 Trust's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trust board

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Chief Executive and staff members.

3.4 The Chief Executive

The Chief Executive is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times and that their training is kept up to date;
- Ensuring all staff are aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Undertaking risk assessments, as appropriate, and ensuring 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders/appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Chief Executive 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/appointed person, 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 school will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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 admin office
- The First Aid room
- The Kitchen
- The Headteachers office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider 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.
- A copy of the accident report form will also be added to the pupil's educational record by the first aider.

- 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 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 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](#)

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 Business Manager every year or sooner if legislation changes.

At every review, the policy will be approved by the Trust Board.

9. Links with other policies

This first aid policy is linked to the following policies:

- Health and safety policy
- Policy on supporting students with medical conditions

10. Appendix 1: list of appointed person(s) for first aid and trained first aiders

Staff Member's Name	Role	Contact details
Michelle Riding	School Business Manager	01202 122922
Roz Parsons	Headteacher	01202 122922
Edward Rothman	Chief Executive	01202 122922
Briony Dore	Teacher	01202 122922
Duncan Mason	Teacher	01202 122922
Francesca Rogers	Teaching Assistant	01202 122922
George Leighton	Assistant Headteacher	01202 122922
Adrian Stones	Assistant Headteacher	01202 122922
Will Pardy	Teaching Assistant	01202 122922
Josephine Gordon	Teaching Assistant	01202 122922
Tracy Treen	Teacher (Approach)	01202 122922
Emma Adlem	Pastoral Lead	01202 419012

11. Appendix 2 – First Aid Risk Assessment - Connie Rothman Learning Trust

Risk Assessment for First Aid

RISK RATING = Likelihood x Severity

LIKELIHOOD

1 = Unlikely

2 = Possible

3 = Will happen

SEVERITY

1 = Minor Injury

2 = Major Injury

3 = Death

RATING RESULTS

1 – 3 = Low Risk. Monitor and Review periodically.

4 – 6 = Medium Risk. Implement Further Control Measures

7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced

Main Hazards				Who might be harmed?			
Slips, Trips and Falls Crossing roads (Traffic) Children getting lost Members of the public Poor weather conditions				Any member of the group Any member of the group Children Any member of the group Any member of the group			
Hazard	Likelihood	Severity	RATING No controls	Control Measures	Likelihood	Severity	RATING With Controls
Inadequate provision of first aid	2	1	2	• The Trust has 13 First Aid trained members of staff whose names are displayed in prominent places throughout the Trust.	1	1	1
Insufficient first aid supplies are available on site	2	1	2	• School leaders are responsible for ensuring that all first aid kits are fully stocked • Supplies will be suitable to deal with all types of injuries and guidance is sought on the H&S website • First aid kits are available within controlled points throughout the school, such as the school office, first aid room, headteachers office, kitchen	1	1	1
Trips, falls and bumps to the head	2	1	2	• All injured students must see a first aider • Students will receive a cold compress as required and first aid treatment • Minor accidents are recorded in the first aid log • Phone calls to parents as required	1	2	2

Anaphylaxis	1	3	3	• EpiPens on site for individual students with permission from parents	1	2	2
Anaphylaxis	1	3	3	• EpiPens for general use are not on site	1	3	3