



# HILBRE HIGH SCHOOL HUMANITIES COLLEGE

## FIRST AID POLICY

Author:  
Name of Committee approved:  
Date ratified at Full Governors:  
Date to be reviewed:

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Finance  
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## 1. Aims:

The aims of the 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 school 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 employees 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 the students.

This policy complies with our Funding Agreement and Articles of Association.

## 3. Roles and Responsibilities:

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

The appointed person(s) are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that 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 help is summoned, when appropriate.

**First Aiders are trained and qualified to carry out the role 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 template Appendix 2);
- Keeping their contact details up to date.

Our appointed person and First Aiders are listed in Appendix 1. Their names will also be displayed prominently around school.

### **The Board of Trustees:**

The Trustees have ultimate responsibility for health and safety matters in the school, but have delegated operational matters and day to day tasks to the Finance Committee, Headteacher and School Business Manager.

### **The Headteacher and Local Committee:**

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

- Ensuring that an appropriate number of appointed persons and/or 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;
- 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).

### **Staff:**

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident forms for all incidents they attend where a first aider/appointed person is not called;
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

### **First Aid Procedures:**

#### **In-school procedures:**

In the event of an accident or injury:

The closest member of staff present will assess the seriousness of the injury and seek 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/carers will be contacted and asked to collect their child/ward. Upon their arrival, the first aider will recommend next steps to parents/carers.

If emergency services are called, the first aider attending the incident will contact parents/carers immediately.

The first aider/relevant member of staff will complete an accident form on the same day or as soon as is reasonable practical after an incident resulting in an injury. This will be kept and filed in the medical room.

### **Off-site procedures:**

When taking students off the premises, staff will ensure that they always have the following:

- A school mobile or have provided the school office with a contact mobile number;
- A first aid kit;
- Information about the specific medical needs of students;
- Parent/carer contact details.

Risk Assessments will be completed by the Educational Trips co-ordinator and shared with the trip leader prior to any educational visit that necessitates taking students off site.

Where possible, a first aider will go on school trips. If this is not possible, the appointed person will discuss with the trip leader and, where appropriate, the parent/carer and student, if any medical requirements are needed.

### **First Aid Equipment:**

A typical first aid kit will include:

- 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;
- Reception;
- All Science labs;
- All DT classrooms;
- All school vehicles.

## **Record Keeping and Reporting:**

### **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 at Appendix 2.

The form must then be taken upon completion to the medical room for review and filing.

A copy of the accident form involving an injury to a student or member of staff will be added to personal 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 (claim and payments) Regulations 1979 and then securely disposed of.

### **Reporting to the HSE:**

Any accidents that are a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 Legislation (Regulations 4, 5, 6 and 7) will be reported automatically to the Health and Safety Executive as soon as is reasonable practicable and in any event within 10 days of the incident. Copies will be forwarded onto the SPIE helpdesk, LA Risk and Insurance section and Trustees will be kept informed.

Reportable injuries, disease or dangerous occurrences include:

- Death;
- Specified injuries, which are:
  1. Fractures, other than to fingers, thumbs and toes;
  2. Amputations;
  3. Any injury likely to lead to permanent loss of sight or reduction in sight;
  4. Any crush injury to the head, torso or causing damage to the brain or internal organs;
  5. Serious burns (including scalding);
  6. Any scalping requiring hospital treatment;
  7. Any loss of consciousness caused by head injury or asphyxia;
  8. 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 injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  1. The collapse or failure of load-bearing parts of lifts and lifting equipment;
  2. The accidental release of a biological agent likely to cause severe human illness;
  3. The accidental release or escape of any substance that may cause a serious injury or damage to health;
  4. An electrical short circuit or overload causing a fire or explosion.

**Reporting to OFSTED and Child Protection agencies:**

The Headteacher will notify OFSTED of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonable practicable and no later than 14 days after the incident.

The Headteacher will also notify the Local Authority LADO 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 (dependent on the school annual staff training budget).

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The Academy will keep a register of all trained first aiders on SIMS, 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:**

The policy will be reviewed annually by the Headteacher in conjunction with the Senior Leadership Team.

At every review, the policy will be approved by the Finance Committee in conjunction with other related policies:

- Health and Safety policy;
- Risk Management policy;
- Policy on Supporting Students with Medical Needs;
- Administration of Medicines policy.

**Appendix 1 - List of appointed person(s) for the first aid and/or trained first aiders:**

<b>Staff Name:</b>	<b>Role:</b>	<b>Date from and to:</b>
Sue Harvey	School RGN	17/01/2019 - 16/01/2022
Kate Muskett	Appointed First Aider (3 day)	16/01/2020 - 15/01/2023
Allison Youds	Appointed First Aider (3 day)	07/03/2019 - 06/03/2022
Ellie Myers	Appointed First Aider (3 day)	07/03/2019 - 06/03/2022
Joe Duffy	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Geena Marshall	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Hayley Sadler	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Sarah Fleming	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Mel Williams	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Iris Lintermans	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Dan Hughes	Emergency First Aid work (6 hrs)	19/07/2018 - 19/07/2021
Fiona Ledson	Outdoor First Aid (16 hrs)	11/01/2019 - 11/01/2022
Kevin Teasdale	Outdoor First Aid (2 day)	13/03/2019 - 12/03/2022



**Appendix 2 - Accident Reporting Form:**

**Name of injured member of staff:**

**Role title:**

**Name of injured student:**

**Form:**

**Incident details:**

**Describe in detail what happened, how it happened and what injuries the person has incurred:**

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**Action taken:**

**Describe the steps in response to the incident, including any first aid treatment and what happened to the injured person immediately afterwards:**

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**Follow up action required:**

**Outline what steps the school will take on the injured person and what will it do to reduce the risk of the incident happening again:**

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**Name of person attending the incident:** .....

**Signature:** .....

**Date:** .....