



POLICIES AND PROCEDURES

FIRST AID POLICY NOVEMBER 2019

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1 Policy Statement

The Trust accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and Health and Safety at Work Act (1974) and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

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 the [Statutory Framework for the Early Years Foundation Stage](#), 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

3.1 Appointed person(s) and first aiders

The school's appointed persons are listed in the appendices. Their names will also be displayed prominently around the school.

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

In our primary schools, at least one person who has a current paediatric first aid certificate will be on the premises at all times.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 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.

3.4 The Headteacher

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

- Ensuring that an appropriate number of 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
- 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)

3.5 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 7) for all incidents they attend to where a 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 Office Manager/Head of Year or delegated member of staff 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

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 Trip Leader or Educational Visits Co-ordinator in school prior to any educational visit that necessitates taking pupils off school premises.

Where possible there will be a first aider on every school trip or visit. Where this is not possible consideration of first aid provision will be addressed in the risk assessment and submitted to the school Educational Visits Co-ordinator or Local Authority for approval.

Where the trip/visit is residential or abroad, there will always be a first aider on the trip.

In our primary schools, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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.

The location of first aid kits can be found in the appendices.

6 Record Keeping and Reporting

6.1 First aid and accident record forms

A First Aid Form/Medical Log Book entry or Accident and Near Miss Form will be completed on the same day or as soon as possible after any incident.

A First Aid Form/Medical Room Log should be completed for all minor injuries (small cuts, grazes, headache, sickness etc.) and retained in a separate file in the school office or medical room where applicable.

In the event of an injury which might have potential complications, an Accident and Near Miss Form should be completed.

An Accident and Near Miss Form will be completed for all serious incidents. Forms that require a RIDDOR referral should be sent to the Trust Business Manager as soon as possible.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 7.

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 Trust 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 Trust Business Manager/Trust Facilities 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.

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

Schools should follow the guidance set out in the HSE Information Sheet 'Incident Reporting in Schools (accidents, diseases and dangerous occurrences) Education Information Sheet No 1 when considering what is reportable. This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

Information on how to make a RIDDOR report is available from <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying Parents

The First Aider, Office Manager or other delegated member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

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

The Headteacher or Designated Safeguarding Lead will also notify Sheffield Safeguarding 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.

In our primary settings, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8 Monitoring Arrangements

This policy will be reviewed by the Trust Facilities Management team annually.

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

- Health and safety policy
- Risk assessment policy
- Supporting students with medical conditions

King Egbert School

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Karen Allen	Jennifer Machin
Leanne Austin	Stefan Mailhrzak
Abigail Bell	Irene Marcuccio
Christine Bird	Rebecca McCairns
Sam Cawthorne	Olivia Milner
Laura Cromarty	Pascoe Nicholls
Sally Dabbs	Nicola Read
Paul Fennell	Heidi Sellars
Matt Greenwood	Paul Scott
Sarah Hale	Sam Shaw
Fran Hutton	Laura Sillett
Patrick House	Helen Wedge
Peter Jennings	Rebecca Welsh
Ann Lee	John Whitton
Alison Lowes	Tanacity Wood

First aid kits are stored in:

- The medical room
- School Office
- Science Resource
- DT Resource
- PE Department (covering Sports Hall and Gym)

Contractors permanently on site:

- Mellors Catering – kitchen
- Mitie – have their own office and store cupboards around school

Mercia School

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Alice Nichols	Student Support Administrator	anichols@merciaschool.com
Louise Molloy	Student Support Administrator	lmolloy@merciaschool.com
Josh Fisher	Deputy Headteacher	jfisher@merciaschool.com
Charlotte Rothery	Teacher of PE	crothery@merciaschool.com
Ben Drury	Head of French	bdrury@merciaschool.com

First aid kits are stored in:

- The medical room
- All science labs
- The school kitchen
- School vehicles
- PE Office
- Cleaning store cupboards

Newfield

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Staff member's name	Role
Jon Bellfield	Head of Music and Drama
Charlotte Brown	Teacher of Geography
Ted Faulkner	Head of Media
Amber Hannaford	Teacher of Geography
Darren Harrison	Curriculum Resource Manager
Alison Hill	Teacher of PE
Lindsey Lane	Cover Supervisor
Georgie Norton	Teacher of English
Chris Power	Assistant Headteacher
Sam Robinson	Teacher of Maths
Tim Walker	Head of Design Technology
Katie Willis	Second in Science

First aid kits are stored in:

- The medical room
- Reception
- School Office
- All science labs
- All design and technology classrooms
- School vehicle

Contractors permanently on site:

- Taylor Shaw Catering – responsible for the school kitchen
- Vinci - have their own office and store cupboards around school

Nether Edge Primary School

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Staff member's name	Role
Mrs Kajol Begum (peadeatric first aider)	Nursery Practitioner
Mrs Nasim Begum (basic)	Lunch time supervisor
Miss Saila Bibi (peadeatric FA)	SEN teaching Assistant
Miss Angela Cameron (peadeatric FA)	Nursery Practitioner
Mrs Helen Clarkson (Full FA)	SEN teaching assistant
Mrs Aleks Cokljat (Full FA)	HLTA
Mrs Amanda Doyle (full FA)	Office staff
Miss Melanie Flannagan (basic)	HLTA
Mrs Musarat Hafiz (basic)	Lunch time supervisor
Mrs Michelle Hogan	After school club assistant
Miss Diane Maragh (full FA)	Teaching Assitant
Mrs Khalida Mohammed (basic)	SEN Teaching assistant
Mr Liam Morris	PE and behaviour lead teacher (SLT)
Miss Kynaat Shafait (Peadeatric FA)	EYFS Teaching assistant
Mr Robbie Smith (basic)	HLTA
Mrs Harriet Stevenson (Peadeatric FA)	Nursery teacher and EYFS lead (SLT)
Mrs Azrah Taffique(basic)	Lunch time supervisor

First aid kits are stored in:

- The medical area (blue chairs) by SLT office
- Reception classes
- Nursery class
- Sports hall

Totley Primary School

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Staff member's name	Role
Mel Fetch Emergency First Aid in the Workplace	School Manager
Jo Davis Emergency First Aid in the Workplace Paediatric First Aid	School Manager
Olivia Barrett Emergency First Aid in the Workplace Paediatric First Aid	Receptionist
Beth Booth Emergency First Aid	Whole School Assistant
Lauren Coupe Paediatric First Aid	Class Teacher and EYFS Leader
Kate Llewellyn Paediatric First Aid	FS2 Class Teacher
Katie Simpson Paediatric First Aid	FS2 Class Teacher
Georgina Coggle Paediatric First Aid	Teaching Assistant Level 3
Carol Compton Paediatric First Aid	Teaching Assistant Level 3

First aid kits are stored in:

- School Office

Medicines are stored in:

- Locked medicines cabinet in the school office

Epipens are stored in:

- School Office

Inhalers are stored in:

- Classrooms

Valley Park Primary School

List of trained first aiders (please note not all staff trained are named/designated first aiders)

Staff member's name	Staff member's name
Rebecca Morton	Abby Jo Stacey
Hannah Parry	Amy Clewes
Sarah Moore-Billam	Marie Smith
Claire Shuttleworth	Jo Tremble
Jo Marshall	Sarah Stevens
Sam Herring	Kay Holiday
Clare Heeley	Chelsea Littlewood
Sam Herring	Connie Li
Amelia Prescott	Carrie-Ann Hix
Tanya Woolhouse	Bev Graham
Sue Hawkswell	Maureen Monkman
Nicola Young	Joanne Moore
Kerry Savage	Lisa Plant
Sue Froud	Carol Spooner
Louise Leitch	Sue Johnson
Lynne Harrison	Debbie Smith

First aid kits are stored in:

- Each year group
- School Office
- Learning Mentors Room

Accident or Near Miss Report Form

Accident date:	Accident time:	Location of accident:	
Print name of injured person:		Date of Birth:	Female / Male:
Print address of injured person:		Telephone number:	
Employee: Yes / No	Job Title:	Department (if applicable):	
Non-employee:	Agency / Contractor / Volunteer / Work placement / School visitor / Young person (student) / Member of the public (please circle)		
Date and time accident reported:			

About the accident/near miss

Was this an accident or near miss:		
If there was an injury, what was it and what part of the body was injured (e.g. fracture, laceration)?		
Describe in detail what happened, including what the person injured or involved was doing at the time of the incident, and any part played by other people involved:		
Describe the events leading up to the incident, including any unusual or contributory factors, such as adverse weather, lack of adequate training etc?		
Name & type of any machinery involved:	Serial number/ID number:	Was machinery in motion?
Name of any substances involved		
Name & Address of any witness(es) to the incident		Telephone number(s):
Signature of the person injured or involved in the incident		Date:

This page is to be completed by the Manager, Supervisor or Headteacher

Name of injured person:	Date of Birth:
Accident/Near miss investigation – Describe the action required to prevent a repeat of the accident/near miss (continue on back of sheet if necessary):	
<p>RIDDOR: It is a legal requirement to report serious injuries or incidents to the Health & Safety Executive (HSE). If you are unsure as to whether or not an incident is reportable, contact your Health and Safety Adviser. HR First must be contacted by telephone to report all RIDDOR accidents as soon as possible. Please tick the box below that best describes the incident or injury:</p> <p><input type="checkbox"/> Fatality <input type="checkbox"/> Major injury (eg. fracture other than fingers, thumb or toes)</p> <p><input type="checkbox"/> Employees only: Absent from work for more than 3 consecutive days (excluding the day of the accident but including any days which would not normally have been working days) as a result of an accident arising out of, or in connection with work.</p> <p><input type="checkbox"/> Non-employees only: (eg. service user, member of the public, student or volunteer) Has an injury which resulted from an accident arising out of, or in connection with working/learning at school or on an educational trip or visit, which led them to be taken from the site of the accident to hospital for treatment for that injury</p> <p><input type="checkbox"/> Contractor or agency employees – contact relevant agency so that they can report it</p> <p><input type="checkbox"/> Dangerous occurrence</p> <p>About the injured person (please tick all relevant boxes)</p> <p><input type="checkbox"/> Became unconscious <input type="checkbox"/> Needed resuscitation <input type="checkbox"/> Remained in hospital for over 24 hours (employee) <input type="checkbox"/> None of these</p>	

Tick only one box that best describes what happened:

<input type="checkbox"/> Contact with moving machinery or material being machined	<input type="checkbox"/> Fell from a height State how high.....metres
<input type="checkbox"/> Hit by moving, flying or falling object	<input type="checkbox"/> Exposure to/in contact with harmful substance
<input type="checkbox"/> Hit by a moving vehicle	<input type="checkbox"/> Exposed to an explosion
Injured whilst lifting, handling or carrying <input type="checkbox"/> People or <input type="checkbox"/> Objects	<input type="checkbox"/> Contact with electricity or electrical discharge
Slipped, tripped or fell on the same level <input type="checkbox"/> Outside or <input type="checkbox"/> Inside	<input type="checkbox"/> Injured by an animal
<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Exposed to fire
<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Physically assaulted by a person
<input type="checkbox"/> Subjected to intimidation	<input type="checkbox"/> Verbally abused
	<input type="checkbox"/> Another kind of accident

Further investigation (to be completed by the Manager, Supervisor or Headteacher)

Is a further investigation required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of Manager, Supervisor or Headteacher:	Job title:	
Print name of Manager, Supervisor or Headteacher	Tel no:	Date:
Reported to Trust Business Manager	By:	Date:

First Aid Training Log Exemplar

(schools are free to use their own tracking systems as long as the key information is recorded)

Staff who attended	Name/type of training	Date attended	Date Training to be Updated
	<i>E.g. first aid</i>		
	<i>E.g. paediatric first aid</i>		
	<i>E.g. anaphylaxis</i>		