



First Aid Policy

Hadley Learning Community Secondary Phase

Produced by: Rebecca Harvey **Date:** 08.06.2020

Approved by: HLC Governing Body **Date:** 02.12.2021

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First Aid Telephone Numbers

Contact Reception 88472, SEND Office 87006 or 87223

1. Aims

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 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons for first aid are **Hayley Mason** and **Nicola Davies**. They are responsible for:

- Ensuring that an appropriately qualified person is available 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

Our school's appointed person and first aiders are listed in appendix 1.

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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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 2) 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 first aider or Administration 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
- First aiders are able to administer medicines with the appropriate paperwork and instructions provided

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
- Inhalers or necessary medications (this includes food for named individuals)

Risk assessments will be completed by the **class teacher** with guidance from the **first aider** or **appointed person** prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits, as required under statutory guidance.

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5. First aid equipment

A typical first aid kit in our school will include the following:

- PPE equipment including aprons, masks, hand sanitisers
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- 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 (Nurture base)
- SSM's office
- SEN office
- The school kitchens
- School vehicles
- Departmental work areas
- Community area plus defibrillator.

6. 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 at appendix 2
- 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 school 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 Head teacher 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>

6.3 Notifying parents

The school 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 school 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 school will also notify the LCT Trust 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.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher and Business and Operations Manager annually.

At every review, the policy will be approved by the governing board committee/full governing board/Headteacher.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1

Staff member's name	Role	Qualification / First aid Qualification	Expiry date
Hayley Mason	Assistant SENDCO Appointed person	-	-
Nicola Davies	Medical Lead Appointed person	FAAW	09.09.2024
Grace Birch	Teacher of Dance	FAAW	07.03.2022
Jonathan Brown	Teacher of Geography	Outdoor Emergency	09.10.2021
Joanna Davies	Teacher of Dance	FAAW	18.03.2024
Phil Duddell	Minibus driver	FAAW	24.01.2022
Laura Elliott	SEND Administrator	FAAW	09.09.2024
Magda Farley	Assistant Head KS3 Lead	Outdoor Emergency	Re-training booked
Luke Fletcher	Head of PE	FAAW	11.04.2022
Jade Hall	Level 2 Learning Support Assistant	FAAW	26.02.2023
Julie Harper	Family Support Lead	FAAW	05.04.2022
Scott Morgan	Academic and Pastoral Mentor	FAAW	05.04.2022
Danielle Penn	Teacher of PE	FAAW	11.04.2022
Lucy Phillips	Teacher of PE	FAAW	15.09.2024

Sally Stringer	Level 3 Learning Support Assistant	FAAW	03.03.2024
Sandra Towers	Teacher of English	FAAW	29.11.2022
Kerry Turner	Student Support Manager	FAAW	03.02.2024
Steve Tyrer	PCSO / Alternative Provision	FAAW	26.11.2022
Kate Ward	Nurture and KS3 Provision lead	FAAW	05.04.2022
Martin Weaver	Primary Learning Support Mentor	Remote Emergency Care and IQL Paediatric First Aid Certificate FAAW	23.04.2024 23.04.2024 04.04.2022

Appendix 2: accident report form

Hadley Learning Community Accident Report (Part A)											
Name of injured person:											
Injured person status:		Student		Employee		Visitor		Public		Contractor	
Date and time of incident:					Precise location of incident:						
Incident details: (Consider the activity at the time of incident, how did it happen? Any equipment involved)											
								Sketch if this would illustrate events more clearly:			
Staff based actions:											
Student Received First Aid at the Scene and Released				Y	N	Parent/Carer Contacted				Y	N
Student Received First Aid and taken to Recovery Area				Y	N	Unable to Contact Parent				Y	N
Staff Administer Approved Medication				Y	N	Collected from School				Y	N
Staff call Shrop Doc or Emergency Services**				Y	N	Parent Taking Student to Hospital **				Y	N
Any additional actions taken by the first aider:											
What follow-up action is required?											
First Aider to Investigate and Contact Appropriate Person				Y	N	Contact Chief Operations Officer				Y	N
Feedback to Teacher or Subject Leader				Y	N	Contact Facilities Management				Y	N
Feedback to Member of SLT				Y	N	Contact Family				Y	N
Feedback to Headteacher				Y	N	Call meeting of stakeholders to discuss incident				Y	N
Additional Notes if required:											
Name of person attending the incident					Signature:				Date:		
THIS FORM MUST BE SENT TO APPROPRIATE HEADTEACHER WITHIN THE SAME WORKING DAY OF INCIDENT											

** = Please complete Part B on the reverse of this form

Appendix 1 - Hadley Learning Community Accident Report (Part B)

Part B is only to be completed if the incident has led to hospital treatment or if the first aider feels there is a need for a formal investigation by H&S leads to prevent repeat occurrences.

Name of Senior Leader/COO		Date Form Received:	
Was the first aider authorised to carry out treatment?	Y N	Names of Witnesses:	1. 2. 3.

Are you satisfied that the information in Part A is correct? If NO, please provide details:

What has been done to prevent a recurrence of the incident?

Additional Information if required:

Signature:		Date:	
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PART B MUST BE COMPLETED (IF REQUIRED) WITHIN 1 WORKING DAY OF INCIDENT AND RETURNED TO HEADTEACHER

Appendix 3: first aid training log

Date	Name	Surname	Class	Location	Details of accident	Details of injury	Treatment given	Follow up action	First aider	Letter sent	Call home