

First Aid in Schools

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Please Read This Document In Conjunction With Any Specific Localised Procedures As Directed By The Head Teacher.

1. Supporting Documents

This policy must be read in conjunction with:

- Personal Protective Equipment Including Natural Rubber Latex Policy
- Infection Control and Prevention Policy
- Risk assessment policy
- RIDDOR Guidance
- Emergency First Aid policy (Keys)
- Administration of medication policy
- Department for Education Guidance - Supporting pupils at school with medical conditions (Dec 2015)
- Department for Education Guidance - First aid in schools, early years and further education (Feb 2022)

2. Introduction

This policy is based on the 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 (Revised 2013), 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 1999 (Revised 2006), 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 1987, which set out rules on the retention of accident records

3. Aim/Scope

- 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.

4. Responsibility

4.1 Appointed person(s) and first aiders

Embleton View has 16 trained first aiders. 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 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 and CPOMS entry on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

Embleton View first aider's names will also be displayed prominently in reception.

4.2 Keys Group

Keys Group has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to Embleton View Head teacher and leadership team, and delegates operational matters and day-to-day tasks to the leadership team and staff members.

4.3 The Head teacher

The Head teacher 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 on CPOMS.
- Where a pupil requires emergency medication such as an inhaler or epi pen, the Head Teacher at Embleton View must ensure those medicines are stored appropriately, and are accessible in an emergency. As per the DfE guidance and an individual health plan (IHP) has been completed. IHP template (appendix 2) of the Supporting Pupils at School with Medical Conditions Policy.

4.4 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 via CPOMS for all incidents they attend to where a first aider is not called.
- Informing the Head teacher or their manager of any specific health conditions or first aid needs.

5. Procedures

5.1 In-school procedures

In the event of an emergency or 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 Head teacher or if not available the School Administrator team will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Where a pupil requires emergency medication such as an inhaler or epi pen, the Head Teacher must ensure those medicines are stored appropriately, and are accessible in an emergency, as per the DfE guidance and an individual health plan has been

completed. IHP template (appendix 2) of the Supporting Pupils at School with Medical Conditions Policy.

5.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Required inhalers or Epi Pens.
- Access to parents' contact details.

Risk assessments will be completed by the lead member of staff 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.

5.3 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:

- Kitchens
- Admin offices
- School vehicles
- Staff vehicles if transporting students

5.5 First aid and accident record book

- Accidents and first aid treatment are recorded on CPOMS for pupils. For Staff or visitors these are recorded on RADAR.
- As much detail as possible should be supplied when reporting an accident.



5.6 Potential RIDDOR reportable incidents

The Head teacher will mark any potential RIDDOR reportable incident as “Potentially RIDDOR” on RADR and notify the Health and Safety Team (Keys Group). The Head teacher must not submit the RIDDOR themselves directly to the Health and Safety Executive. Please refer to Keys RIDDOR guidance document on RADAR for further information.

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 not at work (i.e. pupils, visitors etc.) being taken directly from school to hospital for treatment. (Scans and diagnostic tests do not constitute treatment)
- 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

5.6 Notifying parents

The class teacher or teaching assistant 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. Children in Key Stage 1 also receive a ‘Mr Bump’ note to take home for any minor accidents.

6. Training Requirements

The Head Teacher will ensure that familiarisation with this policy is a part of the probation process for all staff within Embleton View).

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.

Embleton View will keep a register of all trained first aiders (available on HRIS), what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, Embleton View will arrange for staff to retake the full first aid course before being reinstated as a first aider.

7. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact your line manager. Embleton View and/or Keys Group will then actively respond to the enquiry.