



First Aid Policy

Statutory

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Role Responsible: Services Manager



Contents Page

Page No	Topic
2-3	Aims; Legislation & Guidance; Roles & Responsibilities
4	First Aid Procedures
5	First Aid Equipment
6-7	Record Keeping & Recording Training
8	Monitoring Arrangements; Links with Other Policies; Critical Incident/Evacuation/Defibrillators

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 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 have qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess 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.
- 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

As we have an Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times, this is the EYFS compliant course (12 hours).

Beyond this, in all other areas of the schools – and dependent upon an assessment of first aid needs carried out with St John Ambulance, we have a sufficient number of suitably trained first aiders to care for pupils and employees in case they are injured.

The minimum provision must be supplemented with a risk assessment to determine any additional provision. First aid provision must be available at all times while people are on the school premises and also off the school premises whilst on school visits.

At a minimum, the first aid provision should be:

- an appropriately stocked first aid container
- an appointed person to take charge of first aid arrangements
- information for employees on first aid arrangements

3.1 Appointed person(s) and first aiders

The school's appointed person (Services Manager) is responsible for:

- Assisting when someone is injured or becomes ill, where this is required
- 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.
- Completing an incident/accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details and training up to date.

3.2 The Services Manager/Head of School 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 risk assessments are undertaken, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space and equipment is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary

- Review the incident/accident log at least termly to consider any patterns or repeating accidents so that appropriate adjustments can be made.

3.3 School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Informing the Head of School or their Line 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, who will provide the required first aid treatment.
- The first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the 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, parents/cares will be contacted immediately.
- The first aider/relevant member of staff will complete an incident/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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details.

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.

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 pupils.

5. First Aid Equipment

All first aid containers must be marked with a white cross on a green background, and must be signposted where sited.

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

- A leaflet with general first aid advice (available from the HSE)
- 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 rooms
- Reception

6. Record-Keeping and Reporting

6.1 First aid Recording

- An accident/incident report 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, using Medical Tracker.
- As much detail as possible should be supplied when reporting an accident
- Records are held electronically in line with retention procedures, set out by our Data Protection Officer (Judicium).

6.2 Reporting to the HSE

The Services 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), and report these to Leicester City Council who will refer to HSE if necessary, 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the relevant person will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Where an accident leads to someone being taken to hospital.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpel tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids, alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- 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

6.3 Notifying parents

The relevant staff member will inform parents of any accident or injury sustained by a pupil - where first aid treatment is given - on the same day, or as soon as reasonably practicable, via Medical Tracker and/or paper slip or telephone call where necessary.

All head injuries require a courtesy phone call to parents at the time of first aid intervention, to advise them of signs to look out for once the pupil is in their care, as per NHS guidance on concussion.

6.4 Information to be recorded

The following information must be recorded in the event of an accident or injury sustained by a pupil or member of staff:

- Date, time and place of the incident
- Name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately after
- Name of the first aider or person dealing with the incident

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.

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

8. Monitoring Arrangements

This policy will be reviewed by the Trust every 3 years. At every review, the policy will be approved by the Board of Directors.

9. Links with Other Policies

This first aid policy is linked to the

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy

10. Critical Incident/Evacuation

There are 2 critical incident bags at Humberstone, which are taken out of the building in an emergency evacuation situation, please see below for contents, as a minimum;

Hi-vis jackets
Torch
Note book
Pens
Whistles
Hazard tape
Face masks
Emergency school inhaler
Emergency school EpiPen
Full first aid kit
Class registers
Crisis Management and Business Continuity Plan



11. Defibrillators

We currently have two defibrillators (defibs) available at school, which are located at **Main Reception** and in the **Junior Hall**.

These devices are vital for emergency situations, such as cardiac events, and can be used to provide life-saving care until emergency services arrive. These are able to be used by all staff as you do not need to be a trained first aider to use one.

Defibs are maintained by the Services Manager.