



FIRST AID POLICY

Key Manager	Principal / Head of School
Monitoring	Local Advisory Board
Ratified (BOD)	Autumn 2022
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Revision Date	Description	Sections Affected	Revised By	Approved By
August 2020	New policy		G Martin	Local Advisory board
August 2021	Updated appendices 1-2	Appendices	G Martin	Local Advisory board
August 2022	Updated appendices 1-2	Appendices	L Towers	Local Advisory board

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	2
4. First aid procedures	3
5. First aid equipment	4
6. Record-keeping and reporting	5
7. Training	5
8. Monitoring arrangements	5
9. Links with other policies	6
Appendix 1: list of first aiders	6
Appendix 2: accident report form	8

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

- [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 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, decide 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aid lead is Tom Hatton. 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:

- Reacting 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and the Local Advisory Board

Nene Education Trust 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 Local Advisory Board.

The Local Advisory Board delegates operational matters and day-to-day tasks to the Principal / Head of School and staff members.

3.3 The Local Advisory Board

The Local Advisory Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal / Head of School and staff members.

3.4 The Principal / Head of School

The Principal / Head of School 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.
- 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 / appointed person is not called.
- Informing the Principal / Head of School 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. Contact will be made with the parent / carer.
- 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, with consent of the injured part.
- 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 / carers.
- If emergency services are called, the pastoral support team will contact parents immediately.
- The first aider on the scene 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' / Carers' contact details.

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

There will always be at least one first aider on school trips and visits.

For more information regarding accompanying school trips and visits see Educational Visits Policy.

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.

First aid kits are stored in:

- Main Reception (at the desk)
- Sports Centre Reception (public access)
- Science labs
- Design and technology classrooms
- Canteen / Restaurant / Kitchen
- School vehicles
- Library
- Pastoral Support Offices

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the scene 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
- A copy of the accident report form will also be added to the pupil's educational record by the administration team.
- 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 Estates 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 Estates 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.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

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 pastoral support team 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 Principal / Head of 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 Principal / Head of School will also notify local child protection agencies 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 Estates Manager.

At every review, the policy will be approved by the Principal / Head of School.



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
- Education Visits Policy

Appendix 1: list of first aiders

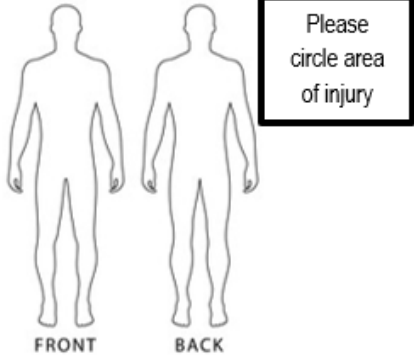
FIRST AID AND EMERGENCY AWARENESS

First Aiders	First Aid Boxes	Location of AEDs
Joel Beeneey Chisom Amadi Edward Parker Ben Cousins Cameron James Chris Bateman Delphine Natrass Hayley Walker James Davies Kaylea Harman Kayleigh Gay Simon Isaacs Leo Sewell Martyn Brown	Wayne R-Steel Nikki Youngman Dawn Isaacs Megan Sydenham Jake Jenkins Natalie Bannard Martin Brooks Ria Ireland Toni Hustwait Vanessa Williams Tracy Wills Shelby Pell Matt Moss Fin Cavender	Canteen English Office Main Reception Pastoral Support Office Performing Arts Office Restaurant Sports Centre Reception Staffroom Technology Workshop
		3G Football Pitch Front Car Park (contains Bleed Kit) Sports Centre Reception
		
Mental Health First Aiders	Medical advice	Useful numbers
Delphine Natrass Sarah Birch Nikki Youngman	Call 111 for general, non urgent advice Corby urgent care for minor injuries Call 999 for medical emergencies	Samaritans – call 116 123 Mind (Rushden) call 01933 312800 Childline – call 0800 1111 MASH (Safeguarding Hub) – 0300 500 80 90



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Appendix 2: accident report form

1. Casualty Details			
Forename	Surname	Age	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Address		Post Code.....	
Contact number			
<small>Where an employee is involved in an accident/incident that is notifiable under RIDDOR, Trade Union safety representatives have a right to carry out their own investigations. If you do not wish your personal details to be disclosed for this purpose please tick</small>			
<input type="checkbox"/>			
2. Where and When did the accident occur?			
Location of accident		Date	Time
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not to Sav ..	
3. Details of injury and first aid given			
Description of injury sustained			
.....			
.....			
<u>Treatment administered</u>			
General First Aid <small>(within level 3 EFAW qualification)</small>	Yes / No	Details	
No first aid given	Yes / No		
Emergency Services Contacted	Yes / No	Taken to Hospital	Yes / No / N/A
First aid refused	Yes / No		
Further advice given			
4. Details of witness			
Name			
Address		Post Code	
Contact Number			
5. State precisely what happened (how did the accident happen?)			
.....			
.....			
.....			

Declaration		
I have read the details of the above and declare that to the best of my knowledge and belief, the above information is true and no material fact concerning the accident or injured person has been withheld		
Signed <i>(staff member completing this form)</i>	Print Name	Date
Signed <i>(casualty or parent/carer of casualty)</i>	Print Name	Date
Office use – RIDDOR reportable <input type="checkbox"/>	Any follow up action required <input type="checkbox"/>	
Also record if incident classed as a near miss – see over for explanation		

What is a "near miss"

It simply means that a serious accident *almost* occurred.

The Same Things That Cause Accidents Cause Near Misses:

- Unsafe acts, such as improper lifting; slips, trips and falls
- Unsafe conditions, such as poorly maintained equipment, obstructions to walkways, rubbish in boxes that have been left in corridors etc.
- Hurrying and taking risks to get a task completed quickly at home time



Report Near Misses *Before* They Become Accidents:

- Once a near miss occurs, report it immediately. The potential for such incidents exists all over the school, so *all* employees - must help identify them.
- If the near miss is a result of an unsafe condition, don't continue to work under that condition until the problem has been corrected.
- If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

Near Misses Are A Warning:

Letting a near miss go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within the school and provide a better working environment for everyone involved.

Prevent An Accident That's About To Happen!

Details of person involved and brief description of "near miss"

Safety Recommendations:
