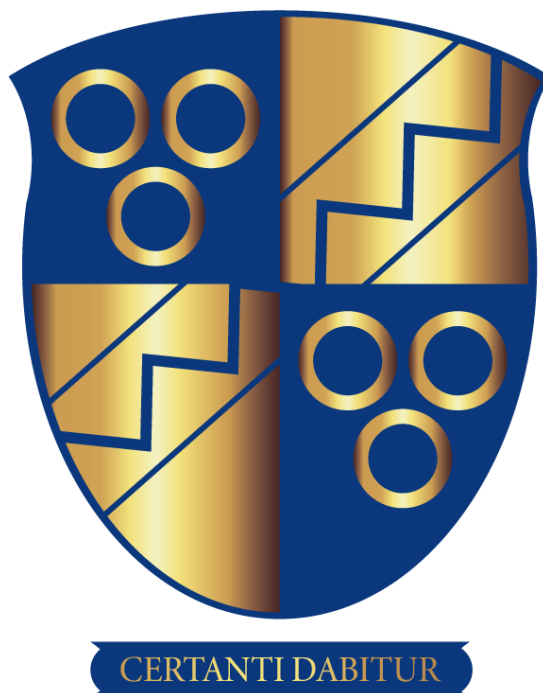


First Aid Policy

The Oldershaw School



Approved by: Trust Board

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Last reviewed on: September 2022

Next review due by: November 2023

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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 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 person is Mrs Lorraine Sherlock and in her absence it would be Mrs Vikki Buckley

- Ensuring there is an adequate supply of medical materials in all first aid kits, and replenishing the contents of these kits regularly but at least termly,
- Will take a first aid kit out should there be an evacuation.

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. The accident books are located in the Main Reception within the 6th form block
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

In addition to the above, the HR & Compliance Manager will ensure that first aiders have a current certificate and that new people are trained should first aiders leave.

3.2 The trust board

The trust 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 8)

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 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 a pupil has banged their head, usually for information only, following administration of appropriate first aid. The pupil will be sent home with a head injury advice letter
- If emergency services are called, the Progress Leader or first aider 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. The accident book is located in the Main Reception within the 6th form block.

4.2 Off-site procedures

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

- Consent
- 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 Lead Teacher, prior to any educational visit that necessitates taking pupils off school premises.

5. Transport to hospital

Should a first aider consider that hospital treatment is required the school should ask the emergency services for transport by ambulance. If the emergency services do not feel an ambulance is necessary but the first aider still considers hospital treatment is required, the parent/carer or next of kin for staff should be contacted. If the parent/carer/next of kin cannot be contacted or does not have their own transport then in these exceptional circumstances we can arrange to transport the person to hospital. Consideration should be given as to whether a second responsible adult also needs to accompany the injured person. In the event of a child being injured, the staff member must stay with the child until their parent/carer arrives at the hospital.

6. 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 6th Form Block
- The Hub
- Design Technology Department
- PE Department
- Science
- Attendance Office
- Caretakers Office
- School vehicles

7. Defibrillators

An AED is a portable electronic device that automatically diagnoses and treats life threatening cardiac arrhythmias through the application of electrical therapy, allowing the heart to re-establish an effective rhythm.

Each defibrillator has a pack attached containing all the equipment that would be needed in the event of an emergency.

There are two defibrillators which can be located in the following areas:

- 6th Form foyer near to the kitchen
- PE Department – within the sports hall on the right-hand side of the foyer wall

8. Record-keeping and reporting

8.1 First aid and accident record book

- An accident form will be completed by the First Aider 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 which is available from 6th form reception. There is a different form for pupils and staff/other members of the public.
- A copy of the accident report form will also be added to the pupil's educational record by the Assistant Progress Leader or First Aider.
- 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.

8.2 Reporting to the HSE

The Head Teacher 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
- Employee 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

Incidents to pupils and other people who are not at work:

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:

- Death
- 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)

The Head Teacher will decide whether an accident to a pupil or other member of the public arises out of or is in connection with work.

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>

9. Training

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 2).

Staff are encouraged to renew their first aid training when it is no longer valid.

10. Monitoring arrangements

This policy will be reviewed by the Head Teacher every year.

At every review, the policy will be approved by the Trust Board.

11. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Anaphylaxis & Adrenaline Auto-Injector (AAI)
- Asthma Inhaler

Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
Nicky Taylor	Student Welfare	Via attendance on Ext 1271
Kerry Prudence	APL	Ext 1246
Bronagh Morgan	Progress Leader	Ext 1237
Melanie Bott	Data Administrator	Ext 1305
Zoe-Starbuck Jones	MLD Teacher/DofE Coordinator	Ext 1200
Lorraine Sherlock	Reception & Cover	Ext 1277
Mike Taylor, Cliff Maxwell, Dave Hughes	Site Team	Ext 1255
Kayleigh Hughes	Science Tech	Ext 1278
Hannah Marsh, Paul Kivi, Josh Neary	PE	Ext 1261
Andrea Thomson and Melinda Dodd	Catering	Ext 1250
John Barker	DT Tech	Ext 1284

Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
3 Day Emergency First Aid at Work	Nicky Taylor Lorraine Sherlock	December 2022	November 2025
1 Day Emergency First Aid at Work	Kerry Prudence	November 2020	September 2023
1 Day Emergency First Aid at Work	Bro Morgan	November 2020	September 2023
1 Day Emergency First Aid at Work	Mel Bott	November 2020	September 2023
1 Day Emergency First Aid at Work	Mike Taylor, Cliff Maxwell, Dave Hughes, Kayleigh Hughes, Hannah Marsh, Paul Kivi, Josh Neary, Andrea Thomson, Melinda Dodd, John Barker	December 2022	November 2025
ITC Level 3 Award in Outdoor First Aid	Zoe Starbuck Jones	June 2022	June 2025