

First Aid Policy

2021-22

BRACKENSDALE
SPENCER ACADEMY

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1.1 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

1.2 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 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

1. 3 Roles and responsibilities

Appointed person(s) and first aiders

The school has the following trained First Aiders (January 2019) and their names are displayed prominently around the school:

- Amanda Archard
- Emma Byrne
- Michelle Dean
- Gemma Gordon
- Gill Crispin
- Laura O'Brien
- Jude Shelton
- Kara Wickland
- Jackie Fearn
- Hayley Fletcher
- Bev Foy
- Leanne Dilkes
- Pam Chapman
- Danielle Pearce
- Isabelle Trehan

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:

- 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 report must be completed by the responding First Aider. (see the template in appendix 2)
- Keeping their contact details up to date

The Academy

It is the policy of The Academy to:

- Appoint the principal or senior manager to oversee the effectiveness of this policy.
- Appoint and train a suitable number of first aider or appointed persons.
- Display suitable notices with the identity of the normal location of first aiders.
 - Ensure that appropriate refresher training is provided at the appropriate frequency.
 - Ensure that appropriate special risks are included in the first aider training.
 - Provide and maintain suitable and sufficient first aid facilities, including first aid kits.

- Ensure that appropriate student medical information is communicated and made available for First Aiders
- Ensure that student emergency numbers are made available when required.
- Ensure that any Students medication is safely stored in a medical room or locked location, which is accessible to all first aiders. Where controlled medicines are stored these will be in a locked box in a locked room, only authorised staff identified by the principal will have access
- Ensure a suitable number of staff are trained to a level 2 qualification in administration of medications.
- Ensure access to a defibrillator and a suitable number of staff trained in its use.
- Ensure access to an emergency inhaler(where made available for the school to purchase), this will be administered to students/pupils where written parental consent has been provided in advance and only where the student/pupil has been diagnosed with a medical condition requiring the use of an inhaler.
- Ensure access to an emergency EpiPen (where made available for the school to purchase) ,this will be administered to students/pupils where written parental consent has been provided in advance and only where the student/pupil has been diagnosed with a medical condition requiring the use of an EpiPen.
- The School/Academy will not provide any medicines for use in school or on educational visits.
- The parent/carer must provide any medication to be administered whilst the child is in the schools care with a completed permission to administer form.
- Otherwise ensure that the school's First Aid policy is upheld in full

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 Principal or their line manager of any specific health conditions or first aid needs

1.4 First aid procedures

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, a member of the SLT/Middle Leader 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

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 (EXEANT) will be completed by the class teachers prior to any educational visit that necessitates taking pupils off school premises.

EY - 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.

1.5 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/Cleansing 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 (KS1 and KS2)
- The Phoenix Suite
- The Ark
- Nursery
- The school kitchens

1.6 Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the responding 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the School Business Manager
- 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.

Reporting to the HSE

The School Business 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 School Business Manager will report these onto TAM and from there, the Trust will decide if the accident is reportable.

- 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

Notifying parents

The protocol for notifying parents is as follows:

- For minor bumps, bruises and cuts parents will be notified via the accident slip which will be sent home with the child. If dealing with an EYFS pupil, and as a safety measure, a member of staff from their class 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.
- For more serious accidents, and where the Emergency Service have been contacted, a member of the middle leaders/senior leadership team will inform parents. An accident slip should be completed to enable the person contacting the parents as much information as possible.

1.7 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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

1.8 Monitoring arrangements

This policy will be reviewed by the School Business Manager every three years.

1.9 Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Medicine and supporting pupils at school with medical conditions

Appendix 1: list of First Aiders (Trained January 2019/September 2021)

Staff member's name	Role	Contact details
Amanda Archard	Admin Assistant	KS2 Reception
Emma Byrne	Lunchtime Supervisor	KS2 Phoenix
Michelle Dean	Teaching Assistant	KS1
Gemma Gordon	Teaching Assistant	KS2 Phoenix
Gill Crispin	Teaching Assistant	KS2
Laura O'Brien	Lunchtime Supervisor	KS2/KS1
Jackie Fearn	Teaching Assistant	KS2
Jude Shelton	Teaching Assistant	KS2
Kara Wickland	Admin Assistant	KS2 Reception
Hayley Fletcher	Kitchen Assistant	School Kitchen
Bev Foy	Kitchen Assistant	School Kitchen
Pam Chapman	Teacher	Head of Nursery
Leanne Dilkes	Teacher	KS1
Mandy Coons	Teaching Assistant	KS1
Danielle Pearce	Teaching Assistant	KS1 (Sept 2021)
Isabelle Trehan	Teaching Assistant	KS1 (Sept 2021)

Appendix 2: accident report form

Spencer Academies Trust Accident/Incident reporting form

In the event of an accident, the following procedure should be followed by the school:

- Make contact with parents/guardians.
- Copy of form to incident book/folder.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action required
- Any accident/incident reported must be put onto TAM within 5 days, for more serious accidents breaks/fractures/head injury these must be reported to M Lucas - mlucas@satrust.com and K Burbage - kburbage@satrust.com as soon as possible. Any queries regarding TAM contact either of the above.

Details of school	
Name of School:	
Address of School:	
Phone Number:	
Email Address:	

Injured person information	
Name of injured person:	
Address <i>(if a member of staff insert school address)</i>	
Phone:	
Occupation:	
Date of birth:	
Gender:	

Accident information: <i>(To be recorded by organisation/club and shared with relevant staff and parents/carers)</i>			
Date of accident: Time of accident:		Date Reported	
Accident reported by who:			
Location of accident: i.e, Corridor, carpark (specific location details)			
Details of injury:			
Nature and how accident happened:			
Did anyone witness the accident: Name of witnesses:	Yes / No		
First aid administered i.e ice pack applied Name of first aider:			
Parents/carers notified:	Yes / No <i>(If Yes, by whom and when below)</i>		
Parents/carers notified by whom and when:			
Staff/pupils/visitors	Sent home <input type="checkbox"/>	Taken to Doctors <input type="checkbox"/>	Taken to hospital <input type="checkbox"/>
Form completed by:			
Recommended action to be taken By who:			
Has the person returned to school/ work:	Yes / No		
Signature of management representative:			
Print name:			
Role within organisation: <i>(give role and department)</i>			
Entered onto TAM	Date:	Print name:	

Appendix 3: 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)
Emergency First Aid at Work	Amanda Archard, Emma Byrne, Michelle Dean, Jackie Fearn, Gill Crispin, Laura O'Brien, Sam Shaw, Jude Shelton, Kara Wickland	07.01.2019	06.01.2022
FAA Level 3 Paediatric First Aid	Pam Chapman	11.05.20	10.05.23
Tigerlily First Aid Training	Danielle Pearce, Isabelle Trehan	23.09.21	22.09.24