



First aid policy

Policy Statement

Step by Step School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

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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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is the School Secretary. They are responsible for:

- Taking charge of the administration 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 (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 governing board

The governing 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 First Aid staff 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 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 emergency services are called, the Appointed person will contact parents immediately
- The relevant member of staff will complete an accident report slip on the School Pod 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' contact details

Risk assessments will be completed by the relevant individual 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.

All staff attending an offsite trip must sign to say they have read the risk assessment.

5. First aid equipment

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

- A leaflet with general first aid advice
- Medium, large and conforming bandages
- Eye pad dressings
- Finger dressings
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Mouth shield

- Sterile eyewash

No medication is kept in first aid kits.

First aid kits are stored in:

Jo's Barn

- The Barn kitchen
- Both Classrooms
- The Mezzanine

Portakabin 1

- The main classroom cupboard

Portakabin 2

- The main bookshelf

South Block

- The kitchen
- Both classrooms
- Admin Office

First aid kits can also be found in:

- All school vehicles
- Grab bags
- The gym
- Staffroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident report slip on the School Pod will be completed by the relevant member of staff 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.
- The School Business Manager will be copied in to all accident slips and follow up where necessary
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff and a copy of the slip will be sent home via DocuSign. This slip will remain open until the form has been signed and returned by the parent / guardian. On receipt of this, the Class Leader or Lead Tutor will close the slip.
- Records held in the first aid and accident slip 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 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 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

- 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

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>

The school also records every incident and accident (outside of RIDDOR) as part of ethics monitoring and report this data to governors each term.

6.3 Notifying parents

The Appointed person 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 Head Teacher 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 Head Teacher 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 required.

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).

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Headteacher and the governing board.

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

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Clare Eastwood	First Aid at Work	01342 811852
Carrie Philp	Paediatric First Aider	
Laura Wheeler	Paediatric First Aider	
Natalie Goode	Paediatric First Aider	
Emma Corlett	Paediatric First Aider	
Sian Kelly	School First Aider	
Caroline Clark	School First Aider	
Rachael Egarr	School First Aider	
Lorraine Maxwell	School First Aider	
Nicole Taylor	School First Aider	
Sarah Urquhart	School First Aider	
Lizzie Eke	School First Aider	
Harriet Grace	School First Aider	

Sophie Hewett	School First Aider	
Claire Wise	School First Aider	
Sarah-Jane Scott	School First Aider	
Sarah Wells	School First Aider	
Isaline Alsberge	School First Aider	
Daisy Shimwell	School First Aider	
Lucy Hindle	School First Aider	
Amy Matthews	School First Aider	
Candice Darlow	School First Aider	
Sid Davies	School First Aider	
Katie Oldfield	School First Aider	
Tayler James	School First Aider	
Chloe Chambers	School First Aider	
Hetty Tillard	School First Aider	
Aisling Hailes	School First Aider	
Rhiannon Smith	School First Aider	
Lindsey Saunders	School First Aider	

Appendix 2: accident report form



Accident: Staff

Step by Step School

Slip	
Student:	Date: Fri 07 Feb 2020 1:38 pm
Period: Lunch	Staff: Adam Goyle
Subject: 1-to-1	Location: Off-Site
Status: Open	
Description:	
Commentary:	
Create Date: Fri 07 Feb 2020 1:39 pm	Day Book Id:

Accident, Incident, Near Miss, Unknown or Reported from Home

Accident

Accident Type

Altercation

Description of Accident Type

Description of accident type

Injury Type

Cut

Description of Injury Type

Description of injury type

Treatment Given

No treatment required

Description of Treatment Given

Description of treatment given

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)
First Aid at Work 3 day course offsite	Clare Eastwood	12.04.2019	11.04.2022
Paediatric First Aid 2 day course offsite	Emma Corlett Natalie Goode Carrie Philp Jurgita Smythe Laura Wheeler	15.07.2019 01.03.2019 19.04.2017 21.06.2019 04.10.2017	15.07.2022 28.02.2022 18.04.2020 20.06.2022 03.10.2020
Schools First Aid 1 day course	Emma Corlett Harriet Grace Claire Wise	04.10.2018 26.07.2019 02.02.2018	03.10.2021 25.07.2022 01.02.2021
Mental Health First Aid 1 day course offsite	Clare Eastwood	01.07.2019	30.06.2022
AED (Defibrillator) Initial Training	Sian Kelly Carrie Philp Natalie Goode Claire Wise Nicole Taylor Izzy Gould Aisling Hailes Fiona Searle	18.11.2018 18.11.2018 18.11.2018 18.11.2018 18.11.2018 18.11.2018 18.11.2018 18.11.2018	Recommended refresher annually (not a legal requirement)
Basic Life Support Awareness Half day course	Caroline Clark Rachael Egarr Lizzie Eke Lorraine Maxwell Carly Philpot Sarah-Jane Scott	05.06.2017 05.06.2017 05.06.2017 05.06.2017 05.06.2017 05.06.2017	04.06.2020 04.06.2020 04.06.2020 04.06.2020 04.06.2020 04.06.2020

	Sarah Wells Sophie Hewett Sian Kelly Daisy Shimwell Sarah Urquhart Isaline Alsberge Nicole Taylor Katie Oldfield Sidony Davies Candice Darlow Amy Matthews Lucy Hindle Tayler James Chloe Chambers Hetty Tillard Aisling Hailes Rhiannon Smith Lindsey Saunders	05.06.2017 04.09.2019 04.09.2019 04.09.2019 04.09.2019 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020 06.01.2020	04.06.2020 03.09.2021 03.09.2021 03.09.2021 03.09.2021 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022 05.01.2022
Young Epilepsy Epilepsy and epipen training Half day course	Tayler James Amy Matthews Lorraine Maxwell Carly Philpot Jurgita Smythe Nicole Taylor Claire Wise	27.02.2019 27.02.2019 27.02.2019 27.02.2019 27.02.2019 27.02.2019 27.02.2019	26.02.2021 26.02.2021 26.02.2021 26.02.2021 26.02.2021 26.02.2021 26.02.2021
Online Educare First Aid Essentials	All Staff	First week of joining	Renewed every 2 years
Online Educare Understanding Epilepsy	All Staff	First week of joining	Renewed every 2 years
Online Educare Understanding Anaphylaxis	Clare Eastwood	08.01.2020	07.01.2022
Online Educare Staff Mental Wellbeing	Class Leaders and Senior Leadership Team	One off	
Online AllergyWise	S4 tutors (pupil specific)	When starts in	Renewed annually

EpiPen training		pupils class	
NHS Tube Feeding	Pupil specific Rachael Egarr Natalie Goode	08.06.2018 08.06.2018	

Policy	First Aid
Statutory Requirement	Yes
Approved	March 2020
Responsible Officer	CE
Responsible Governor	JM
Date of last review	March 2019
Frequency of Review	Annually