



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 and first aid
- 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 Administration Officer. They are responsible for:

- Taking charge of the administration when someone is injured or becomes ill
- Ensuring the nominated Support Assistant has made sure that there is adequate supplies of medical materials in first aid kits, and replenishing the contents of these kits and removing items that are no longer in date
- 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

- Completing an accident slip on School Pod on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's chief first aider is Clare Eastwood. At the time of this policy review and ratification, the school does not have any Early Years pupils but we have Sophie Hewett, Caroline Clark and Amy Roswell trained as Paediatric First Aiders.

3.2 The governing board

The governing board has ultimate responsibility for first aid and 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, but delegates this to the School Business Manager on a day-to-day basis 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 have completed their First Aid Essentials training on Educare at induction
- Follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident/incident reports (on SchoolPod & ethics data sheet) for all incidents they attend to where a first aider/appointed person is not called
- Informing the chief first aider (CE) or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

Different types of incidents - an incident could be any situation where a person may require first aid. Incidents can range from someone having a nosebleed, a sprain or strain to a more serious burn or knife cut, right through to someone having a stroke, heart attack or being hit by a car in a collision. Whatever has happened, staff should always remember that their own safety comes first, and that under no circumstances should they put themselves at risk.

Categories of incidents:

Life threatening:

Is it life threatening or do you consider it to be? Road accidents, choking, heart attacks, strokes, shock; for example, severe bleeding/blood loss, crush injuries, and stab wounds would fall into this category.

Serious to life threatening:

These are serious incidents and could include burns and scalds, falls that could result in broken bones and deeper knife cuts.

Non-urgent

These are non-urgent, day-to-day incidents that befall most of us at some time. Think of insect bites, nose bleeds, pinching resulting in bruising, bites from pupils, scratching, sunburn.

Ethics data categories

In addition to the first Aid categories the school will also capture accidents/incidents via our Ethics data sheet for the following categories:

- **Accident:** An event that happens by chance or without apparent or deliberate cause
- **Incident:** Injuries caused by another person or by a situation that is not accidental
- **Severe:** Requires hospital treatment either at the time or subsequently
- **Significant:** First Aid needed

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 or paediatric trained first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.

- If emergency services are called, the Administration Officer will contact parents immediately
- The relevant member of staff will complete an accident report form on SchoolPod 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.

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

All staff attending an offsite trip must have completed their First Aid Essential training on Educare.

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:

Jo's Barn

- The barn kitchen
- Both classrooms
- The mezzanine

Curriculum room

- The main classroom cupboard

Meeting room/resource room

- The first aid box

South block

- The kitchen
- All classrooms
- The offices (ground and first floor)
- Common room
- Conference room
- Staff room
- Cabin

First aid kits can also be found in:

- All school vehicles
- The grab bags
- Gym
- Yurt
- Old meeting room

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip on SchoolPod 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
- 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 relevant member of staff
- The leadership team monitor the accident reports and report details termly to the governing body
- Records held 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
- Transmissible diseases where these are likely to have been contracted at work (i.e. SARS)
- 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>

7. Training

All school staff will undergo basic first aid training as part of their Educare training. As part of our schools wider first aid training all employees will attend live sessions delivered by a qualified and TQUK (HSE and Ofsted recognised) trainer within the school year.

This will include:

- CPR
- Recovery positions
- Choking
- Bleeding
- Burns
- Broken bones

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.

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager and the Health & Safety Governor annually.

At every review, the policy will be approved by the Headteacher and Governing body

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

Statutory requirement?	Yes
Approved	March 2022
Responsible Officer	CE
Responsible Governor/s	JM
Date of previous version	March 2021
Frequency of Review	Yearly

Appendix 1: list of appointed person(s) for first aid and first aid paediatrics

Staff member's name	Role	Contact details
Clare Eastwood	School Business Manager	ceastwood@stepbystepschool.org.uk
Jane Patterson	Administration Officer	jpatterson@stepbystepschool.org.uk
Amy Roswell	Class Leader (Paediatric)	aroswell@stepbystepschool.org.uk
Caroline Clark	Class Leader (Paediatric)	cclark@stepbystepschool.org.uk
Sophie Hewett	Class Leader (Paediatric)	shewett@stepbystepschool.org.uk

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)
First Aid at work	Clare Eastwood	12 April 2019	11 April 2022
Paediatric First Aid	Amy Roswell, Caroline Clark, Sophie Hewett	23 July 2020	23 July 2023
Basic First Aid	All staff (on a rotation basis)	September 2021	September 2022
Concussion Awareness (Educare)	All staff	April 2022	Bi annually
Administration of Medications	All Staff	June 2022	Bi annually
First Aid Essentials (Educare)	All new staff at point of induction		