

# First aid policy

This policy has been approved by Directors and the Operational Board

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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 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 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 First Aiders 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
- Keeping their contact details up to date

Our school's Appointed First Aiders are displayed prominently around the school.

Care Plans - First aiders/Health and Welfare Officers are responsible for arranging meetings as necessary with the School nurse and parents to discuss a relevant care plan. Once a care plan is in place this is shared across the School. It is the responsibility of all School staff to be aware of the relevant medical needs of the student and for the First Aider to take charge of any specific medication.

### **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/Admin Trust Manager**

The Headteacher/Admin Trust Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained 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 for all incidents they attend to
- 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 seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague in the School Office 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 Office Supervisor will contact parents immediately
- The First Aider/Office Supervisor 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and relevant medication
- Parents' contact details

Risk assessments will be completed by the relevant First Aider/Health and Welfare Lead/ or Teacher as appropriate prior to any educational visit that necessitates taking pupils off school premises.

All trips are processed through Evolve and reviewed with current legislation adhered to. 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 (under 8 years old).

## **5. First aid equipment**

Careful consideration has been given to the location of first aid kits. These are located in key areas around the individual schools which include the School office and Medical room.

First Aiders are responsible for restocking and monitoring first aid kits on a termly basis. All staff have a responsibility to report shortages of stock within first aid kits. No one should add items to the first aid kits without consultation with the First Aid lead in each school. Once an item from the first aid kit has been opened it should be disposed of.

All first aid kits should be returned to their location after use.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the First Aider/Office Supervisor on the same day or as soon as possible after an incident resulting in an injury. Minor accidents are recorded as an internal matter.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the Office Supervisor
- 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 Office Supervisor with assistance for the Trust Health and Safety Officer 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 Office Supervisor/Health and Safety Officer 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>

## 6.3 Notifying parents

The First Aider/Office Supervisor will inform parents of any accident or injury sustained by a pupil by text message, unless this is a bump to the head in which case the parent will be called. Parents are advised that should they need more information they are able to call the School Office.

## 6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify Medway Child Protection Authority/Kent Child Protection Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. 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.

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Administration Trust Manager every 3 years.

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
- Supporting pupils with medical conditions policy
- Asthma procedures

# First Aid Procedures During the Coronavirus (COVID-19) Pandemic

## Statement of intent

The trust aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

### 1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, and will have at least one first aider on site each day.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all staff.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 All students, staff and visitors to the school are temperature checked using an infra red thermometer before entry to the school building.

### 2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
  - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
  - Wear the provided PPE (gloves, mask, apron)
  - Dispose of any waste in a suitable bin.
  - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
  - Keep at least two metres away from others, where practicable.
  - Interact side-by-side where administering first aid requires interaction within a two-metre range.
  - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
  - Limit the number of people administering first aid in each incident – (one first aider one child safeguarding permitting)
  - Where possible, limit one recipient of first aid in first aid room at one time (no other accompanying children) Where this is not possible, ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.



- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

### **3. First aiders**

- 3.1 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.2 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.
  - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

### **4. First aid training**

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
  - Ensure they requalify before 30 September 2020 or as soon as possible.

### **5. Administering and handling medication**

- 5.1 When administering medication, staff are expected to:
- Adhere to the school's social distancing and infection control measures as much as possible.
  - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
  - Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

### **6. Ill health and infection**

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.

- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets, designated room.
  - The individual is told to get tested as soon as possible
- 6.2 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately and told to get tested.

## **7. Emergencies**

- 7.1 When administering emergency first aid, social distancing restrictions do not apply.
- 7.2 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.3 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **8. Monitoring and review**

- 8.1. This appendix is reviewed by the Admin Trust Manager in reaction to any new government advice.
- 8.2. Once the school resumes regular activity, and if deemed appropriate by the Admin Trust Manager, all sections within this appendix will expire.