

# The Friary School

## FIRST AID POLICY



### Aims

The aims of our First Aid policy are to:

- Ensure the health and safety of all staff, students 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.

### Legislation & Guidance

The following legislation and guidance has been used to inform this policy:

- [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 students.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

This policy complies with our funding agreement and Articles of Association.

### Roles & Responsibilities

The following information relays the expectations of appointed persons and First Aiders set out in the 1981 First Aid regulations and the Department for Education guidance:

#### Appointed Persons & First Aiders

The school's First Aid Leads are Nina Heanan and Dee Wallace who are supervised by Lisa Pratt, School Manager and 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 'Record-Keeping & Reporting') 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 students home to recover, where necessary.
- Filling in an Accident Report in our [Medical Tracker](#) system on the same day as, or as soon as is reasonably practicable after, an incident
- Keeping their contact details up to date.

Our school's full list of First Aiders are listed in Appendix 1. Their names will also be displayed around the school site.

### **The Governing Body**

The Primitas Learning Partnership has ultimate responsibility for Health and Safety matters in the school, but delegates operational matters and day-to-day tasks to the Governing Body who in turn delegate to the Headteacher and staff members.

### **The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders 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 students.
- Reporting specified incidents to the HSE when necessary (see Record-Keeping & Reporting).

### **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.

### **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 the 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 student 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 First Aider Leads 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 students off the school premises, staff will ensure they always have the following:

A school mobile phone

A portable First Aid kit including, at minimum:

(The following list is based on the HSE's recommendation for a minimum First Aid kit - this will be adapted to reflect the trip's First Aid needs and requirements.)

- A leaflet giving general advice on First Aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages - individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.
- Information about the specific medical needs of students.
- Parents' contact details.

When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked First Aid box containing, at minimum:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage (not less than 7.5cm wide).
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm).
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of rustproof blunt-ended scissors.

Risk assessments will be completed by the SLT member responsible for co-ordinating field trips prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 First Aider on school trips and visits.

## **First Aid Equipment**

A typical First Aid kit in our school will include the following:

(The following list is based on the HSE's recommendation for a minimum First Aid kit - this will be adapted to reflect the school's First Aid needs and requirements at the time.)

- A leaflet giving general advice on First Aid .
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves.
- 1 bleed kit
- No medication is kept in First Aid kits.

First Aid kits are stored in:

- The Medical Room
- Reception
- The Science Office
- Design & Technology Office
- Design & Technology Food Class
- School Kitchens
- School Minibuses
- PE Office
- School Theatre

## **Record-Keeping & Reporting**

### **First Aid & 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.

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 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 Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident - except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

For school staff there are specific reportable injuries, diseases and dangerous occurrences which 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) which: covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
- 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis; Eg - from exposure to strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma; Eg - from wood dust .
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

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.

For students and other people who are not at work - such as visitors, etc - there are specific reportable injuries, diseases and dangerous occurrences which include:

- Death of a person that arose from, or was in connection with, a work activity.
- An injury that arose from, or was in connection with, a work activity and where the person is taken directly from the scene of the accident to hospital for treatment.

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available [here](#).

## 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 1).

The school will arrange for First Aiders to retrain before their First Aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full First Aid course before being reinstated as a First Aider.

## Monitoring Arrangements

This policy will be reviewed by the Headteacher every year and will be formally reviewed by the Governing Body bi-annually.

This First Aid policy is reviewed in conjunction with the school Health & Safety Policy and the Supporting Students with Medical Conditions Policy.

<b>Reviewed By</b>	Full Governors	<b>Implementation Date</b>	Feb 2024	<b>Review Date</b>	Feb 2025
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## Appendix One - List of First Aiders

Member of Staff	Role	Training	Date
Nina Heanan	First Aid Lead	Level 3 First Aid at Work	20 October 2022
Dee Wallace	First Aid Lead	Level 3 First Aid at Work	24 October 2023
Simon Beddow	First Aider	Emergency First Aid at Work	6 February 2024
Angie Brough	First Aider	Emergency First Aid at Work	26 May 2021
Harriet Buxton	First Aider	Emergency First Aid at Work	7 November 2022
Alison Cartwright	First Aider	Emergency First Aid at Work	12 June 2023
Karen Dubberley	First Aider	Emergency First Aid at Work	20 April 2021
Stephanie Flanagan	First Aider	Emergency First Aid at Work	17 June 2021
Sam Foster	First Aider	Emergency First Aid at Work	7 November 2022
Clelia Freeman	First Aider	Emergency First Aid at Work	6 March 2023
Jonathan Hood	First Aider	Emergency First Aid at Work	6 March 2023
Sarah Lear	First Aider	Emergency First Aid at Work	28 June 2021
Connor Perry	First Aider	Emergency First Aid at Work	15 January 2024
Victoria Plested	First Aider	Emergency First Aid at Work	13 June 2022
Liam Rivers-Boyce	First Aider	DoE First Aid	10 January 2023
Christine Timmins	First Aider	Emergency First Aid at Work	20 April 2021
Thomas Vandenhauvel	First Aider	DoE First Aid	10 January 2023
Linda West	First Aider	Emergency First Aid at Work	5 February 2024
Emily Williams	First Aider	Emergency First Aid at Work	6 March 2023
Lisa Williams	First Aider	Emergency First Aid at Work	15 March 2021
Judith Williamson	First Aider	DoE First Aid	25 February 2023
Denise Woodward	First Aider	Emergency First Aid at Work	1 November 2023

## Appendix Two - Accident Report Form

Name of Injured Person		Role / Class	
Date and Time of Incident		Location of Incident	
<b>Incident Details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred.			
<b>Action Taken</b>			
Describe the steps taken in response to the incident, including any First Aid treatment, and what happened to the injured person immediately afterwards.			
<b>Follow-Up Action Required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
Name of Person Attending the Incident			
Signature		Date	