

First Aid Policy

RIDGEWAY EDUCATION TRUST

Reviewed by H&S Committees: June 2023

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Aims

Ridgeway Education Trust (RET) and the schools will undertake to ensure compliance with the relevant legislation to ensure that adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made in the school.

Legislation and statutory requirements

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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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.

Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs, which will be completed yearly (see Appendix 1) – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section above.

Appointed person(s) and first aiders

The school’s appointed person is 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 (see the template in appendix 2)
- Keeping their contact details up to date

Each school's appointed person is identified in the First Aid Needs Assessment Form. Their names will also be displayed prominently around the school.

The governing body

The Trust Board has ultimate responsibility for health and safety matters, but delegates the compliance of health and safety regulations of the schools within the Trust to the CEO and Executive Team. Each school's Local Governing Body have responsibility for monitoring health and safety standards and for ensuring or assessing relevant resource requirements are in place.

The headteacher

The headteacher is responsible for the implementation of this policy for their school site, but this is delegated to the Trust's Chief Operations Officer (COO) 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 below)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person in school are
- Completing accident reports (as specified in local procedures) for all incidents they attend to where a first aider/appointed person 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
- If the student is able and there is a medical room, the student will be asked to report directly to the medical room for assistance by a first aider.
- The first aider, if called directly to the incident, 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 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 parents will be contacted immediately and the COO informed.
- 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times in the Primary Schools within the Trust.

Off-site procedures

When taking pupils off the school premises, there will always be a qualified first aider in attendance and staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
 - 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 pupils
- Parents' contact details

When transporting pupils 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.

In the Primary Schools within the Trust, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, where early years children are present, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

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

- 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

No medication is kept in first aid kits.

A notice detailing where first aid kits are located will be displayed prominently within the schools, so that staff, students and visitors are all aware.

Record-keeping and reporting

First aid and accident record book

- If an accident has occurred an accident form will be completed as soon as possible by the First Aider or the first staff member on the scene.
- As much detail as possible should be supplied when reporting an accident and this will be recorded within the schools online Health and Safety system and retained for a minimum of 3 years, as specified below.
- If first aid is delivered no accident report is required, details of the first aid given, will be detailed in the local first aid book and 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 COO 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 COO 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.

School staff: reportable injuries, diseases or dangerous occurrences

These 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 [job title of relevant member of staff] 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, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome

- Occupational asthma, e.g 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These 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 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:

[How to make a RIDDOR report. HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The school office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given within any Primary school setting, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Reporting to Ofsted and child protection agencies (Primary Schools only – Early Years pupils)

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a an early years 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 Oxfordshire Safeguarding Children Board of any serious accident or injury to, or the death of, an early years pupil while in the school’s care.

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, and this will be displayed next to any first aid boxes and within the staffrooms.

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.

Primary Schools

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. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

This policy will be reviewed by the COO and Health and Safety Committees every 3 years.

At every review, the policy will be approved by the Finance and General Purposes Committee.

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 – First Aid Needs Assessment Form



First Aid Needs Assessment

| | | | |
|---------------------|--|------------------------|--|
| School Name: | | School Address: | |
|---------------------|--|------------------------|--|

| | | | |
|--|-------------------------------|---|----------------------|
| Please indicate, by ticking the relevant box, which overall category of risk you consider the school/activity to be: | Low Hazard: (Most Schools) | Medium/High hazard: (Art & Design, Catering, D&T, Food Tech, PE, Science (practical classes), Out of Hours sports classes/clubs) | |
| What age range are your pupils? | Primary / Secondary | | |
| If the school is not considered to be 'medium/high hazard' overall, please list any parts / areas of the school or particular activities or special hazards that are considered higher risk. | | | |
| Please state the maximum likely number of persons in the school at any one time. | Employees | | Non-employees |
| How many of the following first aid personnel are available at the school currently? (certificates for Emergency First Aid and First Aiders are valid for 3 years only) | Appointed persons | Emergency First Aiders | First aiders |
| According to the table below what is the suggested number of first aid personnel that should be available in the school /workplace? | Appointed persons | Emergency First Aiders | First aiders |
| How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays and other foreseeable absences. | Appointed persons | Emergency First Aiders | First aiders |
| Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position | | | |
| Location of nearest Hospital? | | | |

| Risk Category | No. employed | Suggested number of first aiders |
|---------------|---------------|---|
| EYFS | At least 1 | At least one paediatric first aider <u>at all times</u> when children are present |
| Low hazard | Fewer than 25 | At least one appointed person |
| | 25 - 50 | At least one emergency first aider (EFAW) |
| | More than 50 | At least one first aider (FAW) for every 100 employed (or part thereof) |
| High Hazard | Fewer than 5 | At least one appointed person |
| | 5 - 50 | At least one emergency first aider or first aider (EFAW/FAW) depending on type of injuries that may occur |
| | More than 100 | At least one first aider (FAW) for every 50 employed |

Workplace issues to consider and guidance in providing first aid are contained on this page. If additional first aid needs are identified, you should record this information in the box below.

| Aspects to consider | Yes/No | Guidance You will need to consider: | Further Comments: |
|---|--------|--|-------------------|
| Are there high-risk activities such as use of chemicals or dangerous machinery within the school? | Yes/No | <ul style="list-style-type: none"> • Providing first aiders, even if the numbers that occupy the premises require appointed persons only • Extra training for first aiders to cover any special procedures which they may need to carry out. • Additional first aid equipment • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a high risk as well as in other parts of the building. • Any special arrangements which need to be made with the emergency services. | |
| Are there different parts of the school where different levels of risk can be identified (e.g. kitchens)? Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations? | Yes/No | <ul style="list-style-type: none"> • Providing first aiders in those locations even if the number that occupy the premises require appointed persons only • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building. | |
| Are there young or inexperienced workers in the school, or employees with disabilities or special health problems who are at greater risk? | Yes/No | <ul style="list-style-type: none"> • Additional training for first aiders • Additional first aid equipment • Local siting of first aid equipment • First aid provision should cover any work experience trainees | |
| Do you have persons with any specific needs/disabilities that you need to consider? | Yes/No | | |
| Do you have employees who travel a lot, work remotely or work alone? | Yes/No | <ul style="list-style-type: none"> • issuing personal <u>first-aid</u> kits; • issuing personal communicators / mobile phones to employees | |
| Is there at least one first aider for educational visits? | Yes/No | <ul style="list-style-type: none"> • EYFS should have at least one person on school trips who is paediatric trained (and this must be relevant for young children/babies (where required)). | |
| Does your minibuses have sufficient first aid boxes/bags? | Yes/No | | |

| | | | |
|--|--------|--|--|
| Is a first aid room provided? | Yes/No | | |
| Are the premises spread out or is it a multi occupancy building? | Yes/No | <ul style="list-style-type: none"> • First aid kit and personnel may need to <u>be located in each building and/or floor.</u> • Liaise with other occupants on first aid arrangements. | |
| Are there changes in staffing levels, for example shift work, work out of hours? | Yes/No | <ul style="list-style-type: none"> • Check the number of first aid personnel is <u>adequate at all times</u> the building is operational including holiday cover | |
| Are any employees working at other schools occupied by other employers? | Yes/No | <ul style="list-style-type: none"> • <u>Make arrangements</u> with other school occupiers to ensure adequate provision. This should be agreed in writing. | |
| Is there sufficient provision to cover absences of first aid personnel? | Yes/No | <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned absences? • What cover is needed for unplanned and exceptional absences? | |
| Do members of the public visit your premises (lettings/ <u>parents</u> evenings etc.)? | Yes/No | <ul style="list-style-type: none"> • Under the current First Aid Regulations, you have no legal duty to provide first aid for non-employees (pupils, visitors etc.), but HSE strongly recommends that you include them in your first-aid provision. | |
| Is there adequate provision for lunchtimes and breaks? | Yes/No | <ul style="list-style-type: none"> • Consider midday supervisors. | |
| Are there sufficient first aid notices posted? | Yes/No | <ul style="list-style-type: none"> • There should be a notice in each building, usually in a staff/common room. | |
| Are first aid provisions explained during induction? | Yes/No | | |
| Is there a requirement for a defibrillator? | Yes/No | | |

Comments:

| | | |
|--------------------------|-----------------------|----------------------------|
| Assessor's name (Print): | Assessor's signature: | Date assessment completed: |
| | | |

| | |
|------------|-------|
| Review by: | Date: |
| | |
| | |
| | |