



# First Aid Policy

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## Version Control

The table below shows the history of the document and the changes that were made at each version:

Date agreed	Summary of changes
17 <sup>th</sup> January 2023	Updated staff roles in section 3.1., added paragraph on AED in section 3.1., and updated training details in Appendix 1.
16 <sup>th</sup> November 2021	N/A

## 1. 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

## 2. Legislation & Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), as well as 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

(All links accessed 14<sup>th</sup> November 2022)

## 3. Roles & Responsibilities

The school will 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 the school's assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 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 2.

### 3.1. Appointed Person(s) and First Aiders

The school has appointed two Designated First Aiders:

- the Office Manager and Head's PA, Vanessa Long as at November 2022
- the First Aid and Admin Officer, Stephen Garrett as at November 2022.

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

The Director of Business Operations, Michael Haddon as at November 2022, is the member of the Senior Leadership Team who has responsibility for overseeing the school's First Aid arrangements.

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 students home to recover, where necessary
- submit 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 Local Authority and Governing Board**

Camden Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3. The Head**

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

- ensuring that an appropriate number of 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 students
- 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 Head or their line 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 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 or Head of Year will contact parents immediately
- the first aider/relevant member of staff will complete the central minor injuries record or a full accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Personal Protective Equipment (PPE) will be available and worn by first aiders that is appropriate to current Government Coronavirus guidelines.

### **4.2. 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
- information about the specific medical needs of students

- parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.

## **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:

- the first aid room
- reception (at the desk)
- the administration office
- all science labs
- all design and technology classrooms
- the school kitchen

The school has an Automated External Defibrillator (AED) that is held in the main reception. All first aiders are trained in its use as part of their first aid training course however you do not need to be qualified to use the AED. Maintenance of the AED is monitored regularly and new batteries are purchased when the battery is approaching the end of its life expectancy.

## **6. Record-Keeping and Reporting**

In addition to the below, accidents other than minor injuries must be reported to the local authority using Camden's Risksured report line.

### **6.1. First Aid and Accident Record Book**

- An accident will be recorded by the first aider/relevant member of staff via either:
  - the central First Aid record spreadsheet, or
  - Camden's Risksured report line, available on 0117 450 1227 (For the purposes of reporting the line manager is the Head.)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 at appendix 2
- A copy of the accident report form will also be added to the student's educational record by the relevant Head of Year
- Records held in the minor injuries register and those reported to Camden's Risksured report line 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.

### **6.2. Reporting to the HSE**

The Senior Leader in charge of first aid 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 Senior Leader in charge of first aid 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 scalding 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 via the HSE at <http://www.hse.gov.uk/riddor/report.htm>

## **7. 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 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Linked Policies**

This first aid policy is linked to the

- Health and Safety policy
- Supporting Students with Medical Conditions policy

## **9. Policy Review & Consultation**

This policy is available on our school website and available on request from the Administration Office.

This policy was last reviewed by the Finance & Site Committee on Tuesday 22<sup>nd</sup> November 2022 and agreed by the Full Governing Board on Tuesday 17<sup>th</sup> January 2023. The policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2023-24.

## Appendix 1 - List of Trained First Aiders

<b>Name of Trained First Aiders</b>	<b>Telephone Extension</b>
Stephen Garrett	272
Diane Davis	225
Maria Cunha	317
Valerie Dresden	220
Nilgun Aden	269
Hayat Sultan	292
Jocelyn Jorgensen-Kemp	213
Eula Ranger	0
Salim Miah	263
Ewa Bignell	316
Rose Flannery	267



**In the first Instance please contact Reception Ext – 200 to request a First Aider.**

**In an emergency ALL first aiders will be on call**

## **Appendix 2 - Accident Report Procedure**

The school uses an internal central spreadsheet for recording minor accidents and Camden's Risksured report line for recording and any other reportable accidents. In making a report the following information will need to be readily available:

<b>Name of injured person</b>		<b>Role/Class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>(Describe in detail what happened, how it happened and what injuries the person incurred)</i>			
<b>Action taken</b>			
<i>(Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.)</i>			
<b>Follow-up Action required</b>			

<b>Name of injured person</b>		<b>Role/Class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>(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)</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	