

01/09/2022

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# First Aid Policy



# First Aid Policy

Date Created: 29<sup>th</sup> July 2021  
Ratified by Governors Annually on:  
Review Date: 29<sup>th</sup> July 2022

## 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

## 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

## Roles and Responsibilities

### Governing Body

The Governing Body has collective responsibility for ensuring that the Leeds City Council Schools' Health and Safety Policy including First Aid is adopted and that arrangements are in place for school to implement it.

### Kellie Halliday – Principal

Responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy including First Aid.

### Kim Lowe – Vice Principal “Competent Person” for Health & Safety

As the “competent person” has delegated strategic and operational leadership of the Health & Safety strategy including first aid.

### Anna Lattimer – School Business Manager

Supports the Vice Principal (Competent Person) by:

- Ensuring that an appropriate number of appointed persons and/or trained first aiders are present in school at all times e.g. term time, school holidays.

- 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
- Reporting specified incidents to the HSE when necessary

## **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
- Informing their Team Leader, School Business Manager or Vice Principal of any specific health conditions or first aid needs

## **Definition of First Aid Roles**

### **First aiders:**

A “first aider” is someone who has successfully completed a First Aid at Work or Emergency First Aid at Work or Paediatric First Aid training course. The training is valid for 3 years. If a first aider fails to attend and successfully complete a refresher course prior to the expiry date of a current First Aid at Work certificate (even if the first aider’s certificate is only one day past the 3 years date) they will be required to retake the full course. First aiders will also attend annual refresher training.

### **Appointed persons:**

An appointed person is someone who will take charge of the situation and immediately summon medical assistance. At Hovingham Primary, appointed persons are generally support staff (teaching assistants, family support workers, facilities staff, office staff etc) due to the layout of school, working times and nature of roles.

The appointed persons will receive Schools’ First Aid training, which is valid for 3 years. Appointed persons will also attend annual refresher training to include a reminder of school first aid systems and processes.

### **Training**

All school staff can 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.

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

## 2021- 2022 Current List of First Aiders, Appointed person(s) and Training

Emergency First Aid at Work		Current Qual in date
1	Anna Lattimer	1/10/2021 (expires Oct 24)
2	Richard Hardcastle	1/10/2021 (expires Oct 24)
3	Debbie Scampton	No - Booking enquiry made

Paediatric First Aid Training - 2 day		Current Qual in date
1	Helen Atkins	June 2021 (expires June 24)
2	Haarisah Khan	June 2021 (expires June 24)
3	John Ormsby	June 2021 (expires June 24)
4	Karla Rivers	June 2021 (expires June 24)
5	Maxine Charlton Howell	June 2021 (expires June 24)
6	Sabrina Khan	June 2021 (expires June 24)
7	Lisa Sykes	Booked for Oct 21 (expires Nov)
8	Jeanette Buttery	Booked for Oct 21
9	Sophie Bruce	Booked for Oct 21 (new starter)
10	Meja Lock	Booked for Oct 21 (new starter)
11	Navneet Kaur	Booked for Oct 21 (new starter)
12	Khoyrun Nessa	Booked for Oct 21 (new starter)
13	Clare Southern	Booked for Oct 21 (new starter)
14	Ann Cooper	Booked for Oct 21 (new starter)
15	Sajda Bibi	Booked for Oct 21 (new starter)
16	Ranjeet Wilkhu	Booked for Oct 21 (new starter)

Schools First Aid Training - 1 day		Current Qual in date
1	Samra Sadique	May 2019 (exp. May 22)
2	Belbinder Bansal	May 2019 (exp. May 22)
3	Anisa Majid	May 2019 (exp. May 22)
4	Zanhib Hussain	May 2019 (exp. May 22)
5	Satnam Digpal	May 2019 (exp. May 22)
6	Noreen Hussain	May 2019 (exp. May 22)
7	Alisha Shiekh	May 2019 (exp. May 22)
8	Debbie Scampton	May 2019 (exp. May 22)
9	Kausar Sadique	May 2019 (exp. May 22)
10	Nazima Hussain	May 2019 (exp. May 22)
11	Violeta Cooper	May 2019 (exp. May 22)
12	Sam Germaine	May 2019 (exp. May 22)
13	Jade Kirton	May 2019 (exp. May 22)
14	Kathryn Fisher	May 2019 (exp. May 22)
15	Alex Hirst	May 2019 (exp. May 22)
16	Amanda Robinson	May 2019 (exp. May 22)
17	Collette Speight	May 2019 (exp. May 22)
18	Dita Nedopilova	May 2019 (exp. May 22)
19	Irena Cisarova	May 2019 (exp. May 22)

20	Mandie Thompson	May 2019 (exp. May 22)
21	Sajda Bibi	May 2019 (exp. May 22)
22	Saleem Ali	May 2019 (exp. May 22)
23	Shazia Sarwar	May 2019 (exp. May 22)
24	Dumitrita Bria	Booked for Oct 21
25	Tyba Kalsoom	Booked for Oct 21
26	Kiran Jahangir	Booked for Oct 21
27	Nazrana Ayub	Booked for Oct 21
28	Sue Ahmed	Booked for Oct 21
29	Asrar Anwar	Booked for Oct 21
30	Ana Maria Da Viega	Booked for Oct 21
31	Nicky Ulliott	Booked for Oct 21
32	Lola Akingbemila	Booked for Oct 21
33	Tom Shaw	Booked for Oct 21
34	David Procter	Booked for Oct 21
35	Cynthia Wiredu	Booked for Oct 21
36	Julie Haigh	Booked for Oct 21
37	Marlon Thompson	
38	Tracey Aveyard	

<b>Adult Mental Health First Aiders</b>		<b>Current Qual in date</b>
1	Anna Lattimer	May 2019 (expires May 22)
2	Kim Lowe	May 2019 (expires May 22)
3	Charlotte Butterworth	Booked for Oct 21

<b>Youth Mental Health First Aiders - 2 day</b>		<b>Current Qual in date</b>
1	Shaun Woodward	Needs to be booked
2	Viki Cooper	Needs to be booked
3	Charlotte Butterworth	Needs to be booked



## **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 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 or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible contact parents immediately
- The first aider/relevant member of staff 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 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.
- There will always be at least one first aider on school trips and visits.

### **First Aid Equipment**

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

- 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 medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- PE Department

No medication is kept in first aid kits.

First aid kits are stored in:

- Every classroom for children
- KS2 first aid cupboard for use at playtime / lunchtime
- Adult first aid kit stored in EYFS kitchen, repro room in main building and KS2 ground floor repro room/office

First aid stock stored in KS2 first aid cupboard.

## **Record-Keeping and Reporting**

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

An accident form 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 provided by the first aider.

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 relevant school nominated member of staff 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 relevant school nominated member of staff 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:

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

### **Notifying parents**

The relevant school nominated member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to Ofsted and child protection agencies**

The relevant school nominated member of staff 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 relevant school nominated member of staff will also notify any relevant child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Monitoring Arrangements**

This policy will be reviewed by Kim Lowe, Vice Principal and/or Anna Lattimer, School Business Manager every year. At every review, the policy will be approved by the Full Governing Body.

This first aid policy is linked to:

- Health and Safety policy
- First Aid Provision Risk assessment
- Medical Conditions Policy