CHANGING LIVES IN COLLABORATION

CLIC Co-operative Trust

First Aid Policy



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Author	Chief Operations Officer
Approval	Board of Trustees
Policy Category	Statutory, **Trust Wide +** this policy applies to all schools within the Trust, personalised by the school

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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, 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

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

The school's appointed 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 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 as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names and working locations will also be displayed prominently around the school site.

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

Our school's first aiders and paediatric first aiders are listed below **Appendix 1**. Their names will also be displayed prominently around the school

3.2 The Board of Directors

The Board of Directors have ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Local Governing Committee.

The Local Governing Committee delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

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

- Ensuring that an appropriate number of 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 6)

3.4 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

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 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, Admin staff from the school office will contact parents immediately
- The first aider and paediatric first aiders will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- **EYFS** a first aider will be present when EYFS children are eating at lunch time and during snack times
- **Breakfast Club** a first aider will be present during breakfast club

4.2 Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- Information about the specific medical needs of pupils
- A school mobile phone
- A portable first aid kit containing the following:
    - A leaflet giving general advice on first aid
    - Sterile adhesive dressings: individually wrapped x6
    - Sterile unmedicated dressing x 1 large
    - Triangular bandages; individually wrapped and preferably sterile x2
    - Safety pins x2
    - Moist cleansing wipes: individually wrapped
    - disposable gloves: 2 pairs
- 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:
    - Antiseptic wipes, foil packed x10
    - Conforming disposable bandage (not less than 7.5cm wide) x1
    - Triangular bandages x2
    - Adhesive dressings x1 packet of 24 assorted
    - Sterile unmedicated ambulance dressings (not less than 15cm × 20 cm) x3
    - sterile eye pads, with attachments x2
    - assorted safety pins x12
    - pair of rustproof blunt-ended scissors x1

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

For EYFS Trips there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

There will always be at least one first aider on school trips and visits.

5. First Aid Equipment

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

- A leaflet giving general advice on first aid
- Sterile adhesive dressings: individually wrapped (assorted sizes) x20
- Sterile eye pads x2
- Triangular bandages (preferably sterile): individually wrapped x 2
- Safety pins x6
- Sterile unmedicated dressing: individually wrapped; medium-sized x6
- Sterile individually wrapped unmedicated wound dressings large x2
- Disposable gloves x3 pairs

No medication is kept in first aid kits.

First aid kits are stored in:

- Classrooms
- Staff rooms
- School Kitchen
- School Office
- Inclusion Office
- Reprographics Room
- Ground Floor Hall

6. Record-keeping and Reporting

6.1 First Aid and Accident Record Book

- An accident form will be completed by the first aider and paediatric first aiders 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the [job title of relevant member of staff]
- 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.

6.1 First Aid and Accident Recording

- An accident form will be completed on Medical Tracker by the first aider and paediatric first aiders 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
- A notification will be sent via email to the parent/carer with a copy of the Medical Tracker accident form
- Medical Tracker will store the first aid record and is accessible by Senior Leaders
- In the event of Medical Tracker not working a first aid slip will be completed and scanned to CPOMS
- First Aid records held 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 School Business 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 Business 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 (ie 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, 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

Pupils and other people who are not at work (eg 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 (eg inadequate supervision of a field trip)
- The way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- The condition of the premises (eg 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

6.3 Notifying Parents (early years only)

A medical Tracker Alert or a member of the [Admin staff from the school office member 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and Child Protection Agencies (early years only)

The Inclusion Team or a member of the Senior Leadership Team 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 Inclusion Team or a member of the Senior Leadership Team will also notify Manchester Children's Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

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.

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 Chief Operations Officer 2 years and the Headteachers will review the specific details about their site at least annually.

The Headteachers will review the named individuals every year or as changes arise.

The policy will be approved by the Board of Trustees.



First Aiders in this School

Location	Name	First Aid Type	Job Role
Nursery Class	Jane Taylor	Paediatric First Aid	Teaching Assistant

Your nearest first aid box is situated:

Nursery Kitchen

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