



First Aid Policy

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Contents

1. Introduction	3
2. Aims.....	3
3. Roles and responsibilities.....	3
3.1 First Aid Administrator(s).....	3
3.2 The Governing Body.....	4
3.3 The Headteacher.....	4
3.4 Staff.....	4
4. Infection control	4
5. In-school procedures.....	4
6. Off-site procedures	5
7. Record-keeping and reporting	5
7.1 First Aid and accident record book	5
7.2 Reporting to the HSE.....	6
7.3 Notifying parents.....	6
7.4 Reporting to Ofsted and child protection agencies	6
8. Training.....	6
9. Monitoring arrangements.....	7
10. Links with other policies.....	7
11. Other useful documentation/links.....	7
Appendix 1: Procedure for Calling an Ambulance at Park High School.....	8
Appendix 2: Accident & Incident Form.....	9

Amendments

On page 4, point 3.4, the following amendment/additional sentence was added “From October 2023, the medical room will be relocated within the Student Support Centre.”

1. Introduction

The Health and Safety Policy at Park High School sets out the requirement regarding First Aid arrangements within school. Guidance states that schools should develop a First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents.

First Aid arrangements in Park High School are clearly on display in prominent areas such as classrooms and high-risk areas such as practical workshops and kitchen areas. The process for summoning a First Aider must be clearly defined and communicated to all staff, students, and visitors.

First Aid assistance must always be provided during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and premises staff). First Aid arrangements for people working when the school is shut should be covered in the lone working assessment.

2. Aims

The aims of this policy are to:

- Communicate the protocols for health and safety of all staff, students, and visitors
- Raise awareness for staff of their responsibilities with regards to health and safety
- Provide a framework for responding to an accident/incident and recording and reporting the outcomes

3. Roles and responsibilities

Employers must usually have enough 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 considered the nature of employees' work, the number of staff and the location of the school.

3.1 First Aid Administrator(s) - Medical Office Team

First Aid Administrator(s) are responsible for:

- Making a formal assessment of First Aid requirements, maintaining the completed recording form, and monitoring the adequacy of the provision.
- Reviewing the assessment annually in the light of significant changes or validity.
- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of in-date 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.
- 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.
- Reporting specified incidents to the [Health and Safety Executive \(HSE\)](#) when necessary.
- Ensuring that an appropriate number of trained staff are always present in the school.

First Aiders are trained, competent and qualified to carry out the role 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 with the explicit agreement of the Headteacher (or their representative at the time).
- Filling in an appropriate accident report form on the same day, or as soon as is reasonably practicable, after an incident.

A list of our school's First Aiders are displayed prominently around the school.

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but 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 appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of students.

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 minor incident reports for all incidents they attend to where a First Aider is not called.

NB: staff can deal with minor cuts and grazes without the need for a First Aider. Head injuries require the assistance of a First Aider first aid procedures.

The school has a designated medical room for the treatment of accidents, injuries and is the central base for all First Aid assistance during core hours. It contains a sink and is located next to reception. First Aid equipment is stored in clean, clearly labelled, easily accessible containers or cupboards within the medical room. From October 2023, the medical room will be relocated within the Student Support Centre.

4. Infection control

First Aid Staff must:

- Ensure all own injuries are covered with waterproof dressings before commencing treatment.
- Wash their hands before and after applying dressings.
- Only use mouth pieces when administering mouth-to-mouth if trained to do so.
- Use disposable gloves whenever blood or other bodily fluids are handled.
- Use disposable materials such as paper towels and sanitizing powder to clear up spills of bodily fluid.
- Dispose of blood and bodily waste in a way that does not allow others to come into contact with it. (Seek medical advice if contact is made with any other person's bodily fluids).
- Adhere to Covid-19 safety procedures using PPE and social distancing guidelines (when applicable).

5. 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 first aid assistance from the medical office team.
- 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.

*NB: Where an auto-adrenaline pen has been used for a severe allergic reaction, an ambulance must be called, and the word **anaphylaxis** must be used when calling emergency services.*

*NB: Where an asthma attack does not abate following treatment with a salbutamol inhaler, an ambulance must be called, and the words **asthma** must be used when calling the emergency services.*

The decision will vary from case to case, but it is strongly advised to administer First Aid and call an ambulance as below and in Appendix 1.

Call an ambulance if someone:

- Appears not to be breathing.
- Is having chest pain, difficulty breathing or experiencing weakness, numbness or difficulty speaking.
- Experiencing severe bleeding that you are unable to stop with direct pressure on the wound.
- Is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage as they use other muscles to help them to breathe.
- Is unconscious or unaware of what is going on around them.
- Has a fit for the first time, even if they seem to recover from it later.
- If they are having a severe allergic reaction accompanied by difficulty in breathing or collapse get an ambulance to you, rather than risk things getting worse whilst you are in the car.
- If a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive and look out for signs of shock.
- If someone has fallen from a height, been hit by something travelling at speed or has been hit with force.
- If you suspect that someone may have sustained a spinal injury – do not attempt to move them and keep them still whilst awaiting an ambulance.

This is guidance, not an exhaustive list.

- The First Aider will also decide on what treatment and whether the injured person should be moved or placed in a recovery position.
- If the First Aider judges, in discussion with the line manager with responsibility for Medical, that a student is too unwell to remain in school, parents will be contacted by office staff 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 by office staff who will keep line manager informed.
- In the case that a child/student needs to be assessed at hospital, but the child's/student's contact cannot be reached, then an appropriate member of staff and a first aider will transport the child to hospital whilst the office team continue to attempt to contact family members. (See protocol for taking children out on visit).
- The member of staff who treated the incident will record the findings in the appropriate area on medical office database and SIMS as soon as is reasonably practical after an incident resulting in an injury.

NB: see flowchart for guidance – Appendix 1.

6. Off-site procedures

When taking students off the school premises, staff will ensure they always have the following as a minimum:

- 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 visit leader prior to any educational visit that necessitates taking students off school premises, in accordance with the Educational Visits Policy.

7. Record-keeping and reporting

7.1 First Aid and Accident Record Book

- General minor injuries will be recorded in the appropriate areas on the medical office database and on the MIS. This will be completed by the First Aider on the same day, as soon as possible after an incident resulting in an injury that is managed within school. See Appendix 2.
- As much detail as possible should be supplied when reporting an accident.
- Records held in the medical room and accident book will be retained by the school in accordance with the retaining records guidance.

7.2 Reporting to the HSE

The First Aid Lead 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).

They 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
 - ✓ dislocation of shoulder, hip, or knee
 - ✓ any injury likely to lead to loss of sight (temporary or permanent)
 - ✓ a chemical or hot burn or any penetrating injury to the eye
 - ✓ any injury resulting from electric shock or electrical burn
 - ✓ 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 injury arising from working in an enclosed space leading to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - ✓ absorption of any substance by inhalation, ingestion or through the skin causing acute illness requiring medical treatment or loss of consciousness.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven 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 at [‘How to make a RIDDOR report, HSE’](#).

7.3 Notifying parents

The First Aid Administrator/Medical Office Staff will inform parents of any significant accident or injury sustained by a student, and of any First Aid treatment given, on the same day, or as soon as reasonably practicable.

7.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a student 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 Designated Safeguarding Lead will also notify the Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of a student while in the school’s care.

8. Training

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. (Most training is valid for three years).

9. Monitoring arrangements

This policy will be reviewed annually.

10. Links with other policies

- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Medical Policy
- Safeguarding and Child Protection Policy

12. Other useful documentation/links

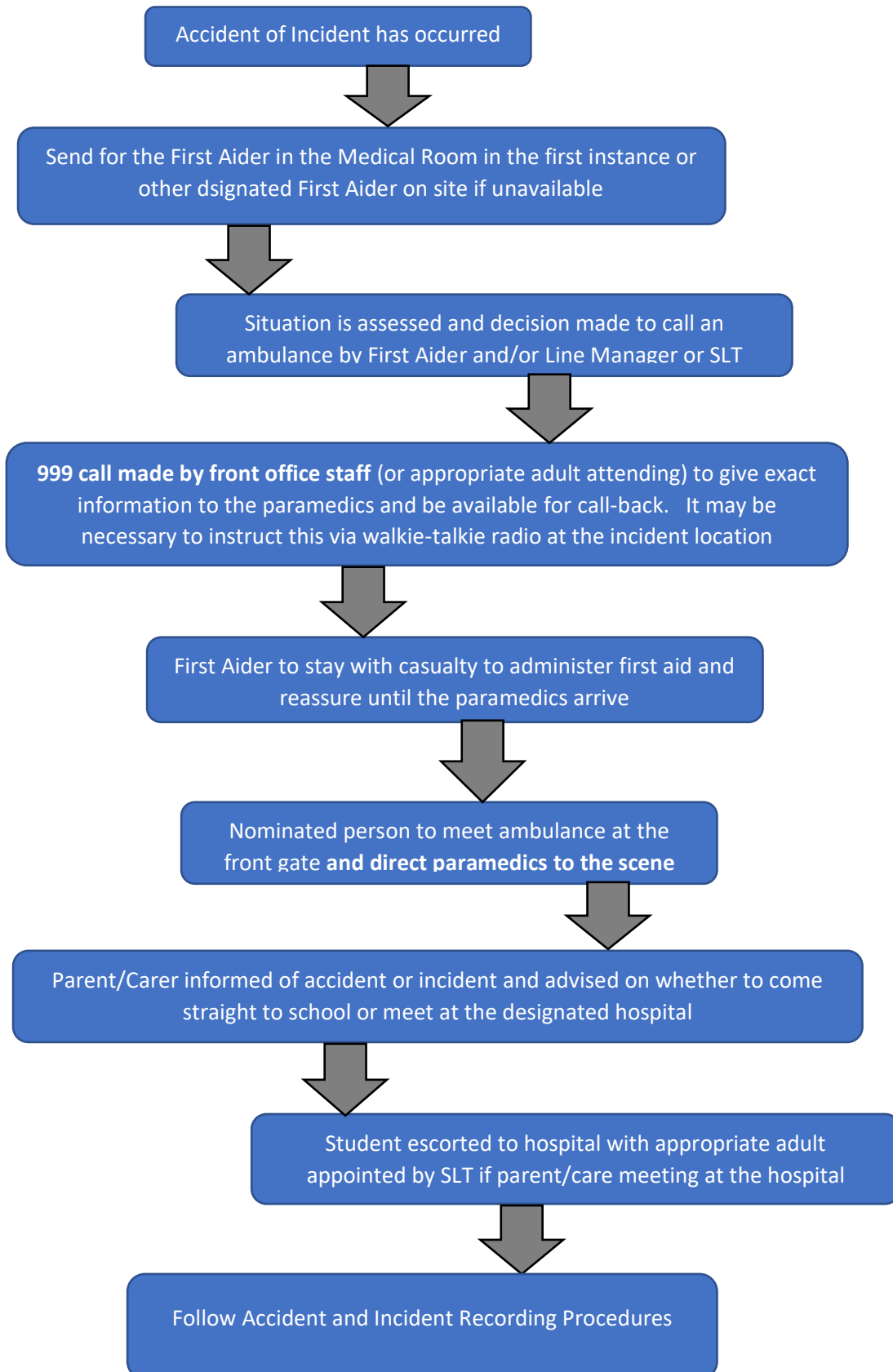
DfE has the following guidance:

[First aid https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education](https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education)

Health and Safety Executive: <https://www.hse.gov.uk/index.htm>

For administration of medicines then <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Appendix 1 – Procedures for calling an ambulance at Park High School



Appendix 3 – Accident and Incident Form

**PARK HIGH SCHOOL
Accident & Incident Investigation Form**

DETAILS OF THE ACCIDENT/INCIDENT

Injured Party Status	
Incident Date	
Time	
Whereabouts	
School activity	
Details of what happened	
Weather conditions	
Vehicle or machine details	
Injury type	
Body part injured	
Kind of accident / incident	
Treatment	
Details of Injury / Damage / Loss	
School Days Lost	

THE INJURED PARTY

Surname	
First Name	
Initial	
Home Address 1	
Home Address 2	
Home Address 3	
Home Address 4	
Home Address 5	
Home Address 6	
Post Code	
Home phone	
Work phone	
Mobile	
Gender	
Ethnic origin	
Disabled	
Job title	
Occupation type	
Date of Birth	
Age group	
Employee No	
Usual workplace	
WITNESS	
Witness Name	

Witness Address	
Witness Phone	
INVESTIGATED BY / COMMENTS	
Investigator's name	
Investigator's position	FACILITIES & OPERATIONS MANAGER (HEALTH & SAFETY REP)
Investigator's phone	020 8952 2803
Has Safety Rep been Informed	
Summary of findings	
What action has been taken to prevent any recurrence	
NOTES	
Date sent to H&S Services	