

First Aid Policy



Approved by:	Full Governing Body	Date:	
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Contents

1. Introduction	2
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	5
6. Off-site procedures	6
7. Record-keeping and reporting	6
7.1 First Aid and accident record book	6
7.2 Reporting to the HSE.....	6
7.3 Notifying parents.....	7
7.4 Reporting to Ofsted and child protection agencies	7
8. Training.....	7
9. Monitoring arrangements	7
10. Links with other policies	7
11. Other useful documentation/links	8
Appendix 1: List of First Aiders	9
Appendix 2: Procedure for Calling an Ambulance at Sydenham School	11
Appendix 3: CS2 Form.....	12
Appendix 4: Paramedic Report.....	14

1. Introduction

The Health and Safety policy sets out the requirement regarding First Aid arrangements in school. Schools should develop a school 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 schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, students and visitors.

First Aid assistance must be provided at all times 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 Site Managers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

2. Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff 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

3. Roles and responsibilities

Employers must usually have a sufficient number of suitably trained First Aiders¹ 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 location of the school. The appointed person does not need to be a trained First Aider.

3.1 First Aid Administrator(s)

First Aid Administrator(s) are responsible for:

- Making a formal assessment of First Aid requirements, maintaining the completed 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 HSE when necessary.
- Ensuring that an appropriate number of trained staff are present in the school at all times.

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.
- Filling in an appropriate accident report on the same day, or as soon as is reasonably practicable, after an incident

Our school's First Aid Administrator and First Aiders are listed in Appendix 1. Their names will also be 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 (see Appendix 2) 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 room for the treatment of injuries and for First Aid. It contains a sink and is located near a toilet. First Aid equipment is stored in clean, clearly labelled, easily accessible containers or cupboards.

To be compliant with Covid-19 requirements this has temporarily been placed elsewhere for 2020-21, but continues to have a sink and appropriate storage for First Aid equipment.

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 through the use of PPE and social distancing guidelines.

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 the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment. *NB Minor cuts and grazes can be treated by any member of staff. First Aiders will always deal with major injuries.*
- 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 2. A paramedic report will be completed as in appendix 4.

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 leadership, 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 leadership 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 a member of senior 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 complete in the appropriate area on SIMS as soon as is reasonably practical after an incident resulting in an injury.

NB see flowchart for guidance as to which form to complete and who, if anyone, to contact.

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 area on SIMS and 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. At times a CS2 form will be appropriate, as in Appendix 3.
- As much detail as possible should be supplied when reporting an accident
- Records held in the First Aid and accident book will be retained by the school in accordance with the Retaining Records Policy.

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 will inform parents of any significant accident or injury sustained by a student, and 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 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 (see Model training log Appendix 3).

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 every two years.

10. Links with other policies

- Health and Safety Policy
- Risk Assessment Policy

- Educational Visits Policy
- Administering Medicines and Supporting Students with Medical Conditions Policy

11. Other useful documentation/links

HR 53 Infection Control Policy and Strategic Health and Safety Service

Guidance on First Aid for Schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

<http://www.hse.gov.uk/firstaid/index.htm>

Appendix 1: List of First Aiders

TRAINED FIRST AIDERS EXPIRY DATE	Department/Faculty CONTACT EXT	
Nikki Hopkins	Medical Room 443 / via radio	21/10/2022
Jennifer Skinner	Attendance 591	26/02/2020
Jason Kelly 507	Print Room	10/10/2021
Robert Hiscocks	Science Technician 448	16/11/2020
Nathan Thomas	Teaching Assistant 590	30/11/2020
Amanda Bown	Maths 548	08/05/2021
Josephine Alexander	Humanities 572	17/07/2022
Shakara Notice 500	PE	06/12/2019
Terry Porter	Premises 437 / via radio	10/09/2022
Louisa Griffiths	PE 500	12/07/2021
Gina Ossa 447	Languages	23/12/2019
DEFIBRILLATOR TRAINED		
Terry Porter 437 / via radio	Premises	10/07/2021

Jason Kelly
10/10/2021

Print Room
507

Nikki Hopkins
21/10/2022

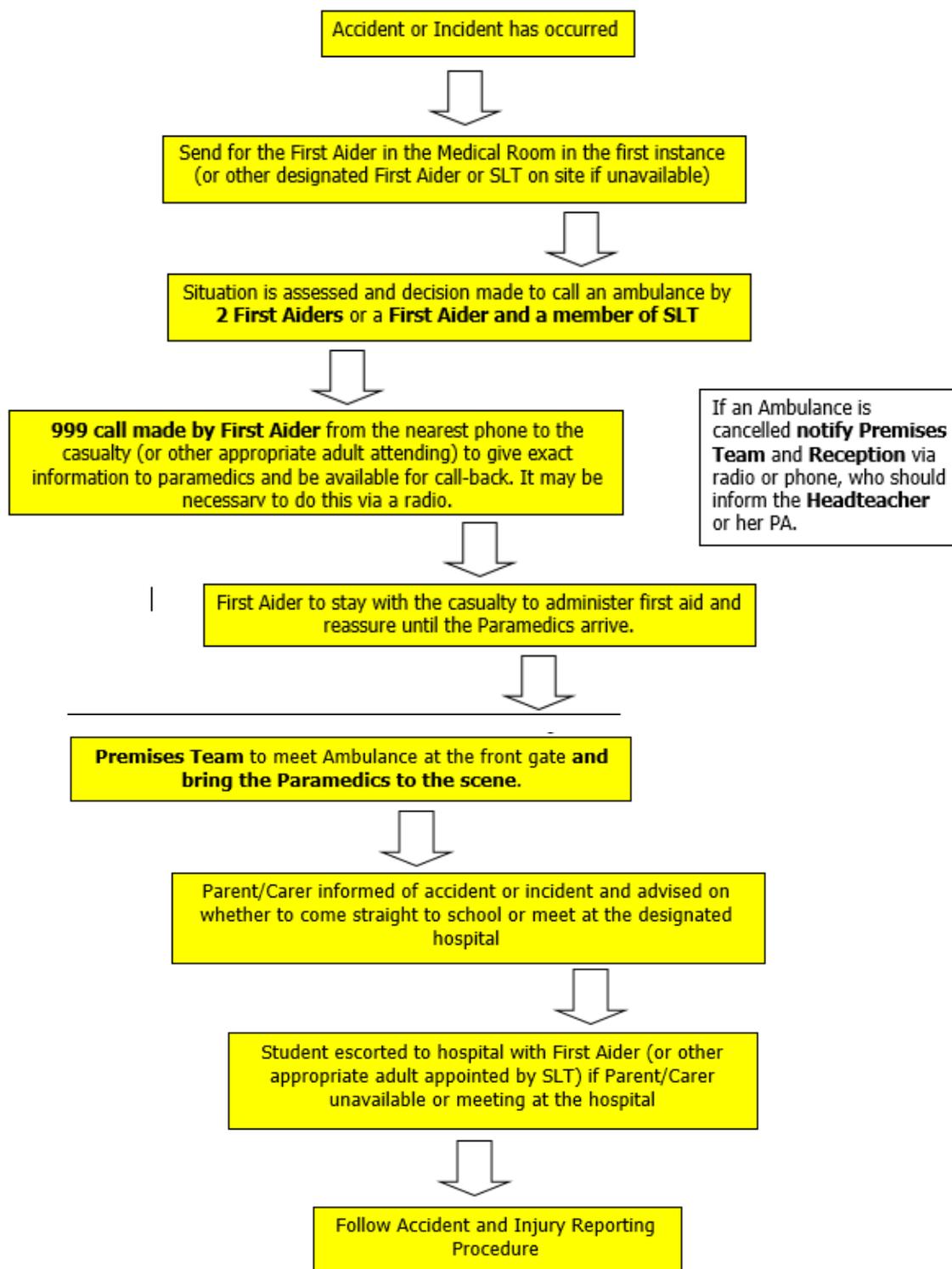
Medical Room
443/ via radio

FIRST AID BOXES

STEM Building - Medical Room, 6th Form Kitchen, PE Office, Science Prep Rooms, DT Rooms, Premises Office

G Block - Reception

Appendix 2: Procedure for Calling an Ambulance at Sydenham School



Appendix 3: CS2 Form

CORPORATE HEALTH AND SAFETY TEAM (CS2)



About the Person involved

Full name of the person involved _____

Male Female Date of birth _____
 Employee Contractor Client Pupil Member of the Public

Directorate _____ Employee Number _____

Job Title _____ Service Area _____

Address of incident _____

Place of Work/School _____

Date of Occurrence ____/____/____ Time of Occurrence ____:____:____

Please tick the box indicating the source of injury

- | | | | | |
|------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Exposure to or contact with a harmful substance | <input type="checkbox"/> Slip, trip or fall on same level | <input type="checkbox"/> Contact with moving machinery or material being machined | <input type="checkbox"/> Occupational disease or illness | <input type="checkbox"/> An accident involving a vehicle |
| <input type="checkbox"/> Exposure to fire/explosion or hot material | <input type="checkbox"/> Fall from a height | <input type="checkbox"/> Struck by moving, including flying or falling object, person | <input type="checkbox"/> Fight/Assault | <input type="checkbox"/> Repetitive strain or muscular pain, ache ect |
| <input type="checkbox"/> Contact with electricity or an electrical discharge | <input type="checkbox"/> Trapped by something collapsing or | <input type="checkbox"/> Contact with something fixed stationary or sharp | <input type="checkbox"/> Injured whilst handling, lifting or carrying | <input type="checkbox"/> Near Miss |
| | <input type="checkbox"/> Asphyxiation | <input type="checkbox"/> No injuries | <input type="checkbox"/> Verbal Abuse | |

About the Person Reporting

Full name and phone number of the person reporting
 Name of Line Manager _____

About the incident/accident

Briefly describe what happened

including type of injury ie, broken bone and part of body injured. Please attach additional information if required

First day absence _____ Last day absence _____ No lost time

First Aid Medical Treatment Over 24 hrs in Hosp. Major Injury Fatality

Was it investigated? Yes No Who investigation _____
 Contact Number _____

Classification This classifies if the injury is subject to RIDDOR legislation, and as such must be reported to the Health and Safety Executive. See guidance document <http://www.hse.gov.uk/riddor/index.htm>

Action: To Prevent Reoccurrence

Sign _____ Date ____/____/____

Appendix 4: Paramedic Report

Legal Surname:

Legal Forename:

DOB:

Home Address:

Main Contact:

Name	Relationship	Contact Number	Type

GP Practice:

Address:

Tel:

Medical Condition(s)
GP Practice: Address: Tel:
Medical Condition(s)

Medication Given	Time Given	Notes/Comments

