



First Aid Policy

Date created	October 2017
Prepared by	D Watkin
Ratified by	Governing Body
Last Reviewed	January 2020
Next Review Date	January 2022



Introduction

It is our policy to ensure that appropriate first aid arrangements are in place for our students, staff and any visitors to our school premises. This includes providing sufficiently trained employees for our needs.

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders (every 3 years), provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the school.

Newsome High will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with all relevant legislation.

Contents

1. Aims.....2

2. Legislation and guidance.....3

3. Roles and responsibilities.....3

4. First aid procedures4

5. First aid equipment5

6. Record-keeping and reporting6

7. Training7

8. Monitoring arrangements.....7

9. Links with other policies7

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders8

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 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's First Aiders are: J Williams, V Hieatt, E Hartley, D Frisby, S Brook, B Gledhill and S Fallas (as listed in Appendix 1).

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 submitting replenishment requests to J Williams or V Hieatt
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Assess the risk of injury/illness and decide whether the injured or ill person should be fully supervised or monitored whilst in the First Aid Room

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 (Prior approval sought as per section 4.1)
- Filling in an accident report book on the same day as the incident located in the First Aid room

3.2 The local authority and governing board

Kirklees Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.



The governing board 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 appointed persons and/or 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 students
- Reporting specified incidents to Kirklees who would then report to HSE if appropriate (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
- Informing the Schools Business Manager of any specific health conditions or first aid needs
- Provide witness statements if asked to do so

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, J Robinson (Student Welfare Manager) will be contacted to grant permission for the student to be sent home. Following this, parents will be contacted and asked to collect their child from school. Upon their arrival, the first aider will recommend next steps to the parents. If a child feels nauseous we will offer them water and a cool place to sit, we will assess the severity of the sickness and call home if/when necessary.



- If emergency services are called, the Behaviour for Learning Coordinator or First aider will contact parent/carer or next of kin immediately
- The first aider/relevant member of staff will complete an accident report form and update the First Aid log (located on GDRIVE > First Aid) on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Depending on the severity of the accident/illness parents will either get a text or phone call home to make them aware their child will be coming home with a medical slip

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 and uploaded to Evolve.

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*)
- Science Department



- Design and Technology department
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident report form will be completed by the first aider/relevant member of staff on the same day
- As much factual detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form
- Accidents requiring further treatment from a doctor or hospital will be brought to the attention of the Schools Business Manager and recorded on the LACHS web accordingly.
- All records 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 Business Manager will report these to Kirklees who will then report to the HSE 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

7. Training

All first aiders must have completed a paediatric 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, this will be kept up to date on SIMs and certificates in personnel files.

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

8. Monitoring arrangements

This policy will be reviewed by the Headteacher 2 years.

At every review, the policy will be approved by the governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Student Illness policy



Appendix 1: list of appointed persons for first aid and/or trained first aiders

Staff member's name	Role
Joanne Williams	Exams Officer
Elliss Hartley	Business Support Officer
Valerie Hieatt	Business Support Officer
Susie Fallas	Lunchtime Supervisor
Dawn Frisby	Business Support Officer
Sophie Brook	Behaviour for Learning Coordinator
Bethany Gledhill	Behaviour for Learning Coordinator

