



# **FIRST AID POLICY**

**Priestley Smith Specialist VI School**

**January 2022**

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Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

# Table of Contents

1. Aims	2
2. outcomes Legislation and Guidance	2
3. Roles and Responsibilities	2
3.1 Appointed person and first aiders	2
3.2 Responsibility of the governors	3
3.3 The Headteacher / Deputy Headteacher	3
3.4 Staff	3
4. First aid procedures	3
4.1 In-school procedures	3
4.2 Off-site procedures	3
5. First Aid Kits	4
6. Record-keeping and reporting	4
6.1 First aid and accident recording	4
6.2 Reporting to the HSE	4
6.3 Notifying parents	5
6.4 Reporting to Ofsted and Child Protection Agencies	5
7. Training	5
8. Monitoring arrangements	5
9. Links with other policies	5
Appendix 1: List of First Aiders	6
Appendix 2: List of First Ais boxes and location	6

## 1. AIMS

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools Gold award. This belief influences everything the school does and impacts upon all our policies.

**Article 3** The best interests of the child must be a top priority in all things that affect children.

**Article 23** A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

**Article 24** Children have the right to the best health care possible.

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. OUTCOMES LEGISLATION AND GUIDANCE

This policy is based on the *Statutory Framework for the Early Years Foundation Stage*, advice from the Department for Education contained in [guidance on first aid for schools.pdf \(publishing.serDeputy.gov.uk\)](#) and health and safety in schools, and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981 \(legislation.gov.uk\)](#), 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 \(legislation.gov.uk\)](#), 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 \(legislation.gov.uk\)](#), 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 2013 \(legislation.gov.uk\)](#) 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
- [The Social Security \(Claims and Payments\) Regulations 1979 \(legislation.gov.uk\)](#) which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012 \(legislation.gov.uk\)](#) 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 AND FIRST AIDERS

Priestley Smith Specialist School will employ an appropriate member of staff be the **Appointed Person** for first aid. Deputy Appointed Persons will be identified in the primary and secondary departments.

The appointed or deputy appointed person is responsible for:

- Taking charge when there are significant injuries, or someone becomes significantly ill requiring more than basic first aid.
- 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

In line with Government legislation, Priestley Smith Specialist School will appoint **at least 1** trained first aider for every 50 people on site as listed in Appendix 1. The names of the first aiders will be displayed prominently around the school. In the school's Early Years setting at least one person who has a current paediatric first aid (PFA) certificate will be always onsite.

**First aiders** are trained and qualified to carry out the role. Their main duties are:

- To complete a training course approved by the Health and Safety Executive.
- In school they are required to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- To record any injuries, they respond to using the appropriate format.

### 3.2 RESPONSIBILITY OF THE GOVERNORS

The governing board 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 / DEPUTY HEADTEACHER

The Headteacher /Deputy 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, through the RIDDOR process

### 3.4 STAFF

School staff are responsible for:

- Ensuring they follow the First Aid Policy
- Ensuring they know who the first aiders in school are
- Completing the accident form for all incidents they attend to where a first aider is not called for

## 4. FIRST AID PROCEDURES

### 4.1 IN-SCHOOL PROCEDURES

In the event of an accident or illness:

- 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 will administer first aid as per their training. Further first aiders may be asked to assist if the incident is serious.
- If, in the case of illness rather than injury and the first aider judges that a pupil is too unwell to remain in school, the first aider will consult with a member of the senior management team to decide on the next steps. If appropriate, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will brief the parents on the incident
- If emergency services are called, the Headteacher /Deputy Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### 4.2 OFF-SITE PROCEDURES

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Contact numbers for the school
- Contact numbers for parents
- A Risk assessment will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. This will be discussed and approved by the Educational Visits Coordinator who has completed the appropriate training. (see Educational Visits Off Site guidelines)

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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

## 5. FIRST AID KITS

While there is no statutory list of contents for a first aid kit, Priestley Smith Specialist School will provide kits in line with the Health and Safety Executive (HSE) guidance. Priestley Smith Specialist School will have a **minimum** of one first aid kit for each 50 people on each site. First Aid Kits will be labelled and accessible. The location of first aid kits will be displayed with first aider information throughout the site.

A mobile first aid kit will be taken whenever children are taken off site. The Appointed person and/or deputy appointed persons will monitor the contents of First aid kits and mobile first aid kits on a monthly basis and restock any depleted items.

**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.**

## 6. RECORD-KEEPING AND REPORTING

### 6.1 FIRST AID AND ACCIDENT RECORDING

All injuries involving pupils and staff will be recorded on the accident form

Injuries following incidents of Behaviours of Concern will be recorded as both an incident and injury on the Ongoing Story

**The Headteacher and Deputy Headteacher will receive email notifications for all reported accidents of injuries.**

Further actions and follow up will be noted within the comment box at the end of the accident report.

Notifications of any pupils or staff who need to leave the premises due to injury or illness will be send to the Headteacher/Deputy Headteacher.

### 6.2 REPORTING TO THE HSE

The Headteacher /Deputy Headteacher 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 Headteacher /Deputy Headteacher in liaison with Human Resources 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:

How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

### 6.3 NOTIFYING PARENTS

Class staff are required to inform parents via the Home-School book, in person or via telephone of any injuries on the same day of the injury. In the case of a severe injury, parents will be contacted by the first aider, class teacher or Headteacher/Deputy Headteacher. If necessary, parents will be required to collect their child from school.

In the event of a head injury the transport guide should also be informed

If an ambulance needs to be called, the Headteacher/Deputy Headteacher or a member of the leadership team will contact parents immediately. In the case of staff, the Headteacher/Deputy Headteacher or a member of the Human Resource team will inform the emergency contact as stated on the staff members file.

A member of staff or the first aider will accompany the pupil in the ambulance as agreed by the Headteacher/Deputy Headteacher. They will remain at the hospital with the pupil until a parent or guardian arrives at the hospital. A member of staff or the first aider will accompany a member of staff to the hospital as needed and agreed by the Headteacher/Deputy Headteacher.

The Headteacher/Deputy Headteacher will arrange for the member of staff to be collected from the hospital or arrange for a taxi via reception.

### 6.4 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a 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 Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. TRAINING

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Current first aiders will be identified on a list in reception.

A significant number of children and young people attending Priestley Smith Specialist School require access to Emergency Rescue Medication. (See Medical Policy and Allergy Awareness Policy)

Additional training is offered to staff to support pupils who may need emergency medication for the following conditions:

- |            |               |
|------------|---------------|
| • Epilepsy | • Anaphylaxis |
| • Asthma   | • Diabetes    |

Individual, pupil specific training may be offered for conditions additional to the list above.

## 8. MONITORING ARRANGEMENTS

This policy will be reviewed every 2 years. At every review, the policy will require approval by the Governors

## 9. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## APPENDIX 1: LIST OF FIRST AIDERS

### FIRST AIDERS – Primary Department

	Date	Expires
Sarah Jones - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Paula Sillence - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024

### FIRST AIDERS – Secondary Department

	Date	Expires
Sonya Jennings - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Lesley Holsey - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Jeremy Adams - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Kerry Mellor - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Daryl Burns - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Jenny Lynch - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024

### FIRST AIDERS – Specialist Outreach Department

	Date	Expires
Fiona Broadley - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Suzanne McDonald - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Terri Ann Bent - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024
Cath Cox - Paediatric First Aid	4 <sup>th</sup> March 2021	3 <sup>rd</sup> March 2024

## APPENDIX 2: LIST OF FIRST AID BOXES AND LOCATION

Location
Primary medical room and classrooms
Secondary medical room
Habilitation room
Each minibus

Defibrillator is located in the medical room in secondary.  
Beeches Junior also have a defibrillator