



## First Aid Policy

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Staff member responsible for reviewing policy	School Business Manager/Operations Manager
Approved By	Joe Creswick
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This policy applies to all stakeholders within Ridgeway School

# Introduction

Under the Health and Safety (First Aid) Regulations 1981, Ridgeway School is responsible for providing adequate and appropriate equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do. While the regulations do not require employers to provide first aid for anyone other than their own employees, the Department for Education strongly recommends that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

## The purpose of this policy

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 outcome

## Roles and responsibilities

### Appointed person(s)

The schools appointed person(s) are:

- Executive Headteacher
- Head of School
- Assistant Head
- School Business Manager

They are responsible for:

- Taking charge when someone is potentially seriously injured or becomes ill (they are not required to provide first aid treatment unless they are also a first aider)
- Ensuring that the environment is appropriate for the patient and that all other pupils are moved to another area and are appropriately supervised
- Ensuring that when emergency services are summoned that arrangements are in place for meeting and escorting them
- Sending pupils and staff home to recover or seek further assistance, where necessary.

### First aiders

First aiders are trained 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
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure an accident form is filled in on the same day, or as soon as is reasonably practicable, after an incident or confirming that this has been done by another member of staff

First aider names will also be displayed prominently around the school buildings and on the staff extranet/website.

### The local authority and governing board

Bedford Borough 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 Executive Headteacher and staff members.

## The Head of School

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

- Stipulating the minimum number and type of first aiders to be present during the working day
- Workforce planning so that there are adequately trained first aid personnel and/or appointed person(s) present in the school when pupils where practicable to do so
- 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 control measures are put in place
- Reporting specified incidents to the HSE when necessary, via the Bedford Borough Corporate Health & Safety Team

These responsibilities can be delegated as appropriate.

## The School Business Manager

The School Business Manager is responsible for:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that recording incidents on AssessNet happens if they meet the criteria stipulated by the Corporate Health & Safety Team and liaising with the team as required
- Ensuring adequate (in-date) first aid equipment is available

## Staff

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

School staff are also responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are for their area/key stage
- Completing accident reports on CPOMS and AssetNet Incident forms for all incidents (or ensuring that someone else is doing it)
- Checking and restocking first aid kits in their classrooms
- Informing the Head of School or their manager of any specific health conditions or first aid needs

## Risk Assessment

To determine the level of first aid provision and the arrangements/procedures required there will be an up to date risk assessment in place, which is reviewed regularly. The risk assessment should consider:

- Likelihood of risks of injury/ill health e.g. hazardous areas, hazardous activities
- Numbers of staff, pupils and visitors on site throughout the day
- Location and layout of site
- Competence of first aiders
- First aid supplies
- Awareness of staff of first aid arrangements

# First Aid Procedures

## Minimum on-site provision

### First aiders for staff and visitors:

There will be at least one person with a First Aid at Work certificate on site between 8.30am – 4.30pm during term time. Where this is not possible due to unforeseen circumstances supervising staff will be made aware of the alternative arrangements/provision (e.g. a staff first aider available by phone or emergency first aiders on site). Outside these times there will be a risk assessment in place (e.g. for lone workers) or the procedure below for staff to follow if there are no first aiders available.

### First aiders for pupils:

There will be at least one person who has a current Paediatric First Aid (PFA) certificate on the site at all times when there are children aged 2 to 5 present. There will be at least one emergency first aider per key stage on the premises between 9am and 3:30. Where this is not possible due to unforeseen circumstances pupil first aiders will be available from other key stages.

## In-school procedures

In the event of an accident resulting in injury or sudden illness the closest member of staff present will assess the seriousness of the injury or sudden illness and seek the assistance of an appropriately qualified first aider, who will provide the required first aid treatment. A first aider will be summoned in person, by radio or phone, stating whether it is a staff or pupil first aider required and whether it is an emergency.

**Please note:** All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

It might not be possible to get the immediate assistance of a first aider or it may delay emergency/life saving treatment seeking one. Therefore all staff should be prepared to treat a pupil/student, even if not first aid trained, if urgent help/treatment is required e.g. if the pupil/student is choking. If there is someone else present they can be sent off to get a first aider while a member of staff treats the pupil/student.

- The first aider/member of staff will assess the injury or illness and decide if further assistance is needed from a colleague or the emergency services (999 or 111).
- If required, the first aider/member of staff will request for someone to call the emergency services from the scene of the incident (so that they can continue to liaise with the first aider/patient while on the phone) unless there is a specific procedure to be followed for a pupil or member of staff that involves the office
- If further assistance is needed from a colleague or the emergency services a member of the SLT/appointed person should be summoned
- The first aider will also decide whether the injured person should be moved to a more appropriate place or placed in a recovery position
- The first aider/member of staff will undertake any necessary first aid treatment
- **Pupil:** If emergency services are called, the teacher or other delegated member of staff will contact parents / carers immediately
- **Staff:** If emergency services are called the office should be asked to contact the member of staff's emergency contact if the member of staff is unable to make contact themselves
- **Pupil:** If the first aider/member of staff judges that a pupil is too unwell to remain in school (but doesn't require the emergency services), they should confirm this with the SLT/appointed person who should ensure that parents / carers are contacted and asked to collect their child. Upon their arrival, the first aider or appointed person will recommend next steps to the parents / carers (e.g. pharmacy, GP, walk-in service or A&E).
- **Staff:** If the first aider/member of staff judges that the staff member is too unwell to remain in school (but doesn't require the emergency services), they should agree with the individual to either go home themselves, be collected or seek medical assistance (e.g. pharmacy, GP, walk-in service or A&E).
- An appropriate member of staff will complete a report on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury, including a record of all first aid provided. An AssetNet form should also be completed, signed off by a senior leader and recorded on the system by the office staff.
- The first aider should add to the CPOMS record or make a separate CPOMS record.

**Note: if there is an emergency requiring the emergency services any member of staff can ring 999 without delay there is no need to wait for a first aider. The SLT will need to be informed immediately.**

## Off-site procedures

When taking a class of 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 (nominal roll)
- Parents' contact details (nominal roll)

Risk assessments will be completed by the teacher on Evolve prior to any educational visit that necessitates taking pupils off school premises. These will need approval from the SLT.

For Early Years classes there will always be at least one 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.

For all other classes there will always be at least one emergency first aider on school trips and visits.

For off-site visits and trips involving fewer than five pupils it may not be possible to have a first aider so an emergency procedure should be agreed.

The same procedures should be followed as on-site.

Any member of staff or pupil who is working off site (e.g. work placements, work experience) will be covered by the first aid policy and arrangements of the organisation they are working with.

## Taking staff or pupils home or to A&E

If a member of staff or pupil cannot be collected or make their own way home or to seek further medical help they should be escorted by a member of staff (or 2 if taking a pupil unless a risk assessment deems this to not be necessary). The SLT/appointed person should be informed.

A school vehicle should be used where possible. Where this is not possible, they should only be taken in a car belonging to a member of staff with the agreement of the SLT and with appropriate insurance in place.

Full details of treatments received and subsequent actions should be recorded on CPOMS and AssetNet.

## First aid equipment

There will be a first aid kit in each classroom and in any room where there are additional hazards, which consists of antiseptic wipes and plasters. There are full first aid kits available in the school corridors, located as follows:

- Outside the school office
- Opposite the Family Support Worker office
- Secondary Hall
- 6<sup>th</sup> Form
- Food tech room
- Swimming Pool

First aid kits should be appropriate for their location e.g. a range of burns dressings in the catering areas or food technology rooms. There will be a defibrillator in the nurses' room, in secondary hall and in 6<sup>th</sup> form.

## Record-keeping and reporting

### First aid records on CPOMS

- A record should be made on CPOMS on the same day or as soon as possible after an incident resulting in an injury by the first aider or another appropriate member of staff
- As much detail as possible should be supplied when reporting an accident, including:
  - Name of person injured

- Name of first aider
  - Full description of incident
  - Details of first aid treatment given
  - Details of emergency services involved
  - Whether any further actions required
- All reports on CPOMS that involve an accident or injury should be reviewed by the Head of School so that they can be notified to the Bedford Borough Corporate Health & Safety team via AssessNet if appropriate. In addition to any RIDDOR reportable incidents (see below) any incidents resulting in staff taking any time off or requiring restricted duties should be recorded on AssessNet. Similarly, any incident resulting in a pupil going to A&E should be recorded on AssessNet.
  - 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 retained or securely disposed of in accordance with the Retention or Disposal policy.

## Reporting to the HSE

The School Secretary will record on AssessNet 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 and Head of School will liaise with the Bedford Borough Corporate Health & Safety Team as soon as is reasonably practicable, who will notify the Health and Safety Executive within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. 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 Business manager will liaise with the Corporate Health & Safety team to determine whether these will need to be reported 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, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. 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 (e.g. 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 (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. 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)

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

### **Notifying parents / carers**

The teacher or member of delegated class staff will inform parents / carers 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 / carers will also be informed if emergency services are called.

### **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 Designated Safeguarding Lead will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## **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.

First aiders will have the following training/certificates:

- First Aid at Work certificate (3-day course)
- Emergency First Aid at Work certificate (1-day course)
- Paediatric First Aid certificate (2-day course)
- First Aid for schools training (1-day course)

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

Records of who has a valid first aid certificate are kept by the Operations Manager.

# Legal framework & statutory 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Linked policies:

- Health & Safety Policy
- Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Policy

## Equalities & inclusion

Ridgeway School recognises its obligations under the Public Sector Equality Duty. We believe that everyone should be provided with appropriate first aid treatment/care equally, regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

## Safeguarding implications

Children and young people with disabilities are particularly vulnerable to all types of abuse. All staff must work within approved policy and procedures in relation to child protection and safeguarding when providing first aid. It is good practice to treat/provide first aid in an open area, with a witness present and to ask for consent where appropriate e.g. touching, removing clothes.

Some key safeguarding implications to consider are:

- Staff need to be transparent about anything unusual that happens while giving first aid, to enable this to be explored and resolved as appropriate by the safeguarding team.
- If staff have any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, soreness or any signs of Female Genital Mutilation (FGM), they will immediately report concerns to a member of the safeguarding team, then follow processes as per the safeguarding policy.
- If a pupil becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to a member of SLT, who will consider the appropriate level of investigation.

## HOW TO MAKE A 999 CALL

Step 1	Ensure you have the student information to hand (care plan, seizure management plan with name, D.o.B and any health needs)
Step 2	Ensure you have a member of staff with the poorly person.
Step 3	Dial 999, request an ambulance and give them the address:-
Step 4	Stay calm and stay on the phone – they may have questions or need to give you information
Step 5	Ensure that the office are aware that an ambulance will be arriving and there is someone with the poorly person until they arrive.

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