



## FIRST AID POLICY

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### 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 assess 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, plan 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 Education (Independent School Standards) Regulations 2014, 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 following personnel are responsible for:

- Taking charge when someone is injured or becomes ill. The First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) trained staff member attending the incident.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. These should be checked on a monthly basis by a Team Leader.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. The FAW or EFAW staff member attending the incident will also liaise and notify Client Services of the situation as soon as possible.

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. This will be any member of staff with FAW or EFAW closest to the incident.
- Client Services will send students home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix 1). The staff member responding to incident will fill this in. Forms are sent to the Executive Principal for signature and then to the Operations Director for comment and archive. (Forms are checked and monitored for any occurring trends and are kept for 5 years).
- Keeping their contact details up-to-date. HR holds a database of all trained FAW/EFAW staff members.

Names of staff who are first aiders will also be displayed prominently around the College. The Operations Director will distribute these to noticeboards at least once per year.

#### 3.2 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the College, but delegates operational matters and day-to-day tasks to the Executive Principal and staff members.

#### 3.3 The Principal

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

- Ensuring that an appropriate number of trained first aid personnel are present in the College 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 the HSE when necessary (see section 6.2).

### 3.4 Staff

College staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in College are.
- Completing accident reports (see Appendix 1) for all incidents they attend to where a first aider is not called.
- Informing the Principal or their manager of any specific health conditions or first aid needs.

## 4. FIRST AID PROCEDURES

### 4.1 In-College 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 at the 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 College, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents.
- If emergency services are called, a member of SLT or member of the Client Services team will contact parents immediately. If no contact can be made with the parent/guardian, an appropriate adult will accompany the student to hospital.

- The first aider/relevant member of staff will complete an accident report form on the same day or, as soon as is reasonably practicable, after an incident resulting in an injury. This must then be passed to the Principal.

#### 4.2 Off-site procedures

When taking students off the College premises, staff will ensure they always have the following:

- A College 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 relevant staff member prior to any educational visit and will be approved by the Off-site Visits Coordinator (OVC) that necessitates taking students off College premises.

## 5. FIRST AID EQUIPMENT

A typical first aid kit 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:

- Client Services
- Main kitchen
- Art/DT
- Science
- FM store
- Central Services.

A defibrillator is located in the College reception area.

Aspirin, for adult use only, is located in the medical cupboard within Client Services should it be advised to be given.

## 6. RECORD-KEEPING AND REPORTING

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (see Appendix 1).
- A copy of the accident report form will also be added to the student's educational record by a Client Services Advisor.
- Records held in the first aid and accident book will be retained by the College for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of by the Operations Director, who will maintain these records.

### 6.2 Reporting to the HSE

The Executive Principal 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 Executive Principal 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 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 as follows:

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

## 7. TRAINING

All College staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The College 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.

## 8. MONITORING ARRANGEMENTS

This policy will be reviewed by the Link Vice Principal annually. 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 following policies:

- Health and Safety (Paragraphs references 6.3, 6.4, 6.14 and 6.15)
- Supporting Students with Medical Conditions.

## 10. APPENDIX 1: ACCIDENT REPORT FORM



RUTLAND AND DISTRICT  
SCHOOLS' FEDERATION

Surname	Forename	Sex	Date of Birth
Address	Location where accident happened	Date	Time am/pm
Injured party? *: Student      Staff      Visitor			
Particulars of injury			Name of person completing form
Brief statement as to how accident happened (attach diagram if applicable)			
Names and addresses of any staff, children or other persons who witnessed the accident.			
Name of First Aider			
Brief statement of treatment given			Name of person giving treatment
Was injured party taken direct to a doctor?			Yes/No*
Was a doctor called?			Yes/No*
If the answer to either of these questions is 'yes' give the name and address of doctor			
Was injured party taken to hospital?	Form of transport used	Name of person accompanying injured party	
Yes/No*			
Present condition of injured party			
General remarks (including action, if any, taken to prevent reoccurrence)			
Did accident cause 'major injury' to the injured party?			Yes/No*
Person completing form:	Date:	Principal:	Date:
Signed:		Signed:	

Please mark on the image below where the injured party was hurt

