

NEW PARK ACADEMY

First Aid Policy

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1	CREATED MAY 2020	JULY 2020
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3	JULY 2024	Minimal changes

Policy Agreed	JULY 2023
To be reviewed	JULY 2025
Owner	RUTH SHIELDS
Signed	
Designation	OPERATIONS MANAGER

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and trustees 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, 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 Education (Independent School Standards) Regulations 2014, 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(s) and first aiders

The school has several trained first aiders. 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 replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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 pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Sovereign Trust

The board of trustees 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 that an appropriate number of trained first aid personnel are always present in the school
- 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 (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
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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. It may be necessary to use PPE when dealing at very close quarters with a pupil in need of first aid, but this will be based on a dynamic risk assessment in situ.
- 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, parents/carers will be contacted immediately.
- 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.

4.2 Off-site procedures

When taking pupils 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 pupils.
- Parents' contact details.

Risk assessments will be completed by the appropriate member of staff prior to any educational visit that necessitates taking pupils off school premises.

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

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:

<u>HIGH SCHOOL</u>	<u>JUNIOR SCHOOL</u>	<u>FOREST SCHOOL – HIGH SCHOOL</u>
Staff room Science Design Technology Food Technology PE Room (gym) SEN Room Medical Room School Office Minibuses	Back Office	Forest School Equipment Store <u>FOREST SCHOOL – JUNIOR SCHOOL</u> Back Office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- A copy of the accident report form will be uploaded to CPOMS and added to the pupil's folder.

6.2 Reporting to the HSE

A record will be kept 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 Operations Manager 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>

7. 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. 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 Operations Manager annually.

At every review, the policy will be approved by the Advisory Board Members.

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
- Managing medicines policy

Appendix 1: list of trained first aiders

HIGH SCHOOL	FIRST AID		Paediatric First Aid		MHFA	Forest School First Aid	
	Expiry	Renewal	Expiry	Renewal	Expiry	Expiry	Renewal
Adam Moran	20/10/2024						
Barbara Owen	08/03/2025						
Claire McTeigue (T)			16/11/2024			01/11/2024	
Darrell Warner	01/07/2025						
Karen Seymour					08/03/2025		
Laura Clegg (T)	01/07/2025						
Nicholas Aitken-Smith	08/05/2027						
Wendy Trueman	01/07/2025						
Ruth Shields					TBC		
Helen Whiteley (T)			08/03/2025				
Tijjani Austin	14/07/2025						
JUNIORS	FIRST AID		Paediatric First Aid		MHFA	Forest School First Aid	
	Expiry	Renewal	Expiry	Renewal	Expires	Expiry	Renewal
Adam Smith			02/05/2026				
Andrew Langford	22/12/2024						
Hayley Dunne	03/06/2026						
Nicola Lawless	20/10/2025				08/03/2025		
Nicola Webster (T)			19/06/2026				
Sally O'Brien	01/07/2025						

ACCIDENT REPORT FORM

Personal Details

Surname		Forename	
Date of Birth		Job Title	
Address			
Please state	Pupil		Staff
			Visitor

Accident Details:

Date		Time	
Location in school			
Name(s) of witness/es			

Follow up details: *The injured person was:*

Taken to hospital		Sent/taken home	
Admitted to hospital		Returned to work to normal duties	
Taken to hospital and later discharged		Returned to work with different duties	
Provided with First Aid			
First Aider Name/Signature	Description of First Aid administered		

Details of injury:

Please give specific details of the injury e.g. right or left, bruised, cut, visible marks, swollen

Details of accident:

Please give specific details of how the accident happened

Management action (completed by SLT):

Please give details of any further action taken, e.g. what has been put in place to minimise the risk of this happening again

SLT Signature		Dated	
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