

First Aid Policy

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Ratified by	
Produced by	School Business Manager
SLT Responsible	School Business Manager
Signature of Chair	
Signature of Headteacher	

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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 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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is the school's Business Manager and is 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 - with completed first aid form Appendix 2
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 3)
- Keeping their contact details up to date

The school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site (appendix 4)

3.2 The governing board

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

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

- Ensuring that an appropriate number of appointed persons and 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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.
- The first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives and seek support from another first aider/appointed person.
- The first aider/appointed person will also decide whether the injured person should be moved or placed in the 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. On their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, a member of the office team will contact parents/carers immediately
- The first aider/appointed person will complete an accident report 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 school mobile phone
- A portable first aid kit including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings

- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils – completed OV7A or OV8 forms
- Parents/carers' contact details – OV8 form

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader and reviewed by the school's Business Manager prior to any educational visit that necessitates taking pupils off school premises. There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- Individually wrapped sterile adhesive dressings/Plasters (assorted sizes)
- 1 sterile eye pads
- 1 individually wrapped triangular bandages (preferably sterile)
- 3 medium-sized individually wrapped sterile unmedicated wound dressings
- 1 large sterile individually wrapped unmedicated wound dressings
- 1 Finger dressing
- 2 pairs of disposable gloves
- Sachet of Burn gel (3.5g)
- 3 Moist wipes (Alcohol Free)
- Several sick bags

Larger first aid kits are in key areas of the school and will be taken to first aid incidents.

No medication is kept in first aid kits.

First aid kits are stored (see Appendix 5) and

- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/appointed person/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 at appendix 4
- Accidents will be reported to Hertfordshire County Council as set out in the School Incident Reporting Procedures
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by a School Administrator from the office admin team
- Records held in the first aid and accident book 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's Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school's Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. 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 school's Business Manager will report these 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 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 where 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>

6.3 Notifying parents/carers

The first aider/s 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.

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Hertfordshire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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

All first aiders have completed a training course, and 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 (see appendix 3).

The school arranges for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the school's Business Manager every 2 years.

At every review, the policy will be approved by the Governing Body Policy committee and Full Governing Body.

9. Links with other policies

This first aid policy is linked to the:

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

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

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Hazel Rainbow	Appointed person	07368291430
Faye Bennett	Technician	
Kerri Bremner	Exams Manager	
Rachel Brown	Pastoral Care KS4	
Alison Charalambides	School Administrator – Lead first aider	
Lorraine Cottenden	Inclusion support	
Sally Flett	Inclusion support	
Tracey Nicholls	Inclusion support	
Dexter Reed	Cleaning Supervisor	
Eve Sobotie	Pastoral Care KS3	
Liz Whelan	Technician	
Amy Wright	Inclusion support	

Appendix 2: First aid report form

NAME OF STUDENT		FORM	
DATE AND TIME		FEARNHILL SCHOOL	
DETAILS			
Describe in detail nature of illness/incident			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
NAME OF PERSON/S ATTENDING INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF ATTENDEES (INDIVIDUAL MEMBERS/ GROUPS)	DATE ATTENDED	TRAINING RENEWAL DATE (WHERE APPLICABLE)
First aid at work - 3 day	Alison Charalambides	16.4.24	16.4.2027
First aid at work - 1 day	Hazel Rainbow	03.09.2024	03.09.2027
	Faye Bennett	03.09.2024	03.09.2024
	Kerri Bremner	03.09.2024	03.09.2024
	Rachel Brown	03.09.2024	03.09.2024
	Alison Charalambides	03.09.2024	03.09.2024
	Lorraine Cottenden	03.09.2024	03.09.2024
	Sally Flett	03.09.2024	03.09.2024
	Tracey Nicholls	03.09.2024	03.09.2024
	Dexter Reed	03.09.2024	03.09.2024
	Eve Sobotie	03.09.2024	03.09.2024
	Liz Whelan	03.09.2024	03.09.2024
	Amy Wright	03.09.2024	03.09.2024

Appendix 4: HCC Accident report form

**HERTFORDSHIRE COUNTY COUNCIL
INJURY OR DANGEROUS OCCURRENCE REPORT (IDOR) FORM**

<p>DEPARTMENT NAME & ADDRESS OF ESTABLISHMENT, OFFICE, DEPOT ETC.</p> <p>.....</p> <p>.....</p> <p align="right">Post Code:</p> <p>School Number / Property Number (if known)</p>	<p>PERSON COMPLETING REPORT</p> <p>Forename:</p> <p>Surname:</p> <p>Job title:</p> <p>Tel No. & Ext:</p>														
<p>DETAILS OF PERSON INJURED / INVOLVED <i>(one per form)</i> <i>It is important to obtain the signature of the injured person where possible</i></p>															
<p>Forename: Surname:</p> <p>Age: Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Job title:</p> <p>HCC Personnel Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Job Category:</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Employee</td> <td><input type="checkbox"/> Agency / Temp</td> <td><input type="checkbox"/> Contractor</td> <td><input type="checkbox"/> Client / Service user</td> </tr> <tr> <td><input type="checkbox"/> Student/pupil</td> <td><input type="checkbox"/> Member of public</td> <td><input type="checkbox"/> Volunteer</td> <td><input type="checkbox"/> Resident / Tenant</td> </tr> </table> <p>Address of Non-employee:</p> <p align="right">Post Code:</p> <p>Telephone Number:</p>		<input type="checkbox"/> Employee	<input type="checkbox"/> Agency / Temp	<input type="checkbox"/> Contractor	<input type="checkbox"/> Client / Service user	<input type="checkbox"/> Student/pupil	<input type="checkbox"/> Member of public	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Resident / Tenant						
<input type="checkbox"/> Employee	<input type="checkbox"/> Agency / Temp	<input type="checkbox"/> Contractor	<input type="checkbox"/> Client / Service user												
<input type="checkbox"/> Student/pupil	<input type="checkbox"/> Member of public	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Resident / Tenant												
<p>DETAILS OF INCIDENT</p>															
<p>Did the incident happen at the establishment address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no where did the incident happen?)</p> <p>Name and address where incident occurred:</p> <p align="right">Post Code:</p> <p>Incident Premises Type <i>(select one only)</i></p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> HCC Property</td> <td><input type="checkbox"/> At someone else's property</td> </tr> <tr> <td><input type="checkbox"/> In a public place</td> <td><input type="checkbox"/> Off Site Visit (Schools/CSF Only)</td> </tr> </table> <p>Exact Location: Date Occurred: Time:</p> <p>Activity at time: Date Occurred: Time:</p> <p>Incident Class</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Contact with moving machinery or material being machined</td> <td><input type="checkbox"/> Hit by moving, flying or falling object</td> </tr> <tr> <td><input type="checkbox"/> Hit by moving vehicle</td> <td><input type="checkbox"/> Hit something fixed/stationary</td> </tr> <tr> <td><input type="checkbox"/> Slipped, tripped or fell on the same level</td> <td><input type="checkbox"/> Injured whilst handling/lifting/carrying</td> </tr> <tr> <td><input type="checkbox"/> Exposed to, or in contact with, a harmful substance</td> <td><input type="checkbox"/> Fell from height</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>.....</td> </tr> </table>		<input type="checkbox"/> HCC Property	<input type="checkbox"/> At someone else's property	<input type="checkbox"/> In a public place	<input type="checkbox"/> Off Site Visit (Schools/CSF Only)	<input type="checkbox"/> Contact with moving machinery or material being machined	<input type="checkbox"/> Hit by moving, flying or falling object	<input type="checkbox"/> Hit by moving vehicle	<input type="checkbox"/> Hit something fixed/stationary	<input type="checkbox"/> Slipped, tripped or fell on the same level	<input type="checkbox"/> Injured whilst handling/lifting/carrying	<input type="checkbox"/> Exposed to, or in contact with, a harmful substance	<input type="checkbox"/> Fell from height	<input type="checkbox"/> Other
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<input type="checkbox"/> Exposed to, or in contact with, a harmful substance	<input type="checkbox"/> Fell from height														
<input type="checkbox"/> Other														

Factual description of events & circumstances *(Attach additional sheets or sketch plans if necessary)*

.....

.....

.....

Signature of injured person:

Was injury sustained? Yes No

DETAILS OF INJURY AND TREATMENT

Sprain Bruising/swelling Cuts/scratches Puncture Wound Fracture

Scalds/Burns Concussion Shock Internal injury Eye Injury

Other *(Please specify)*

Type Of Treatment: Hospital Doctor First-aid Rest None

Details of treatment

Forename: **Surname:**

WITNESS(ES) *(Please attach statements)*

Address: **Post Code:** **Tel No:**

EMPLOYEE ABSENCE DUE TO INJURY

Has the injury resulted in absence from work?

Yes No TBC Inform H&S Officer once known

If yes, did he/she do any work on the day of the incident after it happened?

Yes No

What time did he/she stop work? am/pm

Anticipated duration of absence days

HSE STATUTORY REQUIREMENTS
(See Department Safety Arrangements)

Is incident notifiable to HSE?

Yes No TBC Inform H&S Officer on

If Yes

How was the accident reported to the HSE?

Internet Telephone F2508 fo

(Please attach a copy to the accident report form)

RIDDOR Number:

INVESTIGATION - THIS SECTION MUST BE COMPLETED

Please refer to County Council Accident Reporting General Policy and Guidance.

Describe causes of accident

.....

.....

.....

Describe any action that has since been taken to prevent a similar incident

.....

.....

.....

.....

Please continue on separate sheet(s) if necessary

Have there been any similar accidents?			Y	N
As a result of these incidents have you reviewed risk assessment/procedures?		N/A	Y	N
Is training or re-training required?			Y	N

Have the control measures / procedures been effectively communicated to staff?		Y	N
Investigating Officer: Name: _____	Signature: _____		
Position: _____	Tel No: _____	Date: _____	
THE MANAGER MUST SIGN HERE TO INDICATE THAT THEY ARE AWARE OF ACCIDENT/INCIDENT DETAILED OVERLEAF AND ABOVE.			
Manager's Name: _____	Signature: _____		Date: _____
RETURN THE COMPLETED FORM TO YOUR DEPARTMENTAL HEALTH & SAFETY TEAM Details on Connect > People > Health and Safety > Who's Who in Health and Safety Completion of this form does not constitute a claim against the County Council This information will be held by Hertfordshire County Council for the purpose of recording this accident (Data Protection Act 1998)			

Appendix 5: Map

