



**Amber Valley
& Erewash
Support Centre**

First Aid Policy

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Version: 2

First Aid Policy Statement Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our academy.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the academy and on visits.

Guidelines

New staff to the academy are made aware of this policy when they are appointed. This policy is reviewed and updated annually. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

The policy links to:

The DFE Guidelines.

<https://www.gov.uk/government/publications/first-aid-in-schools>

<http://www.hse.gov.uk/firstaid/legislation.htm> The HSE guidelines

<https://www.rospa.com/school-college-safety/> The RoSPA Guidelines.

<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

[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 Academy Policy for Equality Policy (including Public Sector Equality Duty).

The Academy Policy for Medical needs and Medicines Policy.

Responsibilities

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the academy 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).

Appointed Persons-The Assistant Headteachers

The Assistant Headteacher for each site is the appointed person and is responsible for overseeing the arrangements for first aid within that site. The appointed persons duties include ensuring:

- That first aid equipment is available at strategic points in the academy sites and checked/stocked on a half termly basis.
- That there remains an appropriate level of first aid provision at each academy site and while on off-site activities.
- That each first aider is aware of their duties and responsibilities.
- That each first aider is appropriately and timely in their completion of associated paper work.
- That all visitors to site are made aware of who is responsible for first aid.
- That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).

Staff-Teachers and any Support Staff.

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy 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

Kirk Hallam Site.

Appointed Person

- Kelly White, Assistant Headteacher.

The First aid box is located in the shared/kitchen area.

Bennerley Site.

Appointed Person

- Russ Mckee, Assistant Headteacher.

The First aid boxes are located in the following areas:

- Staff room
- Main office
- PE store
- Kitchen
- Minibus

Sawley Site.

Appointed Person

- Elwyn Fry, Assistant Headteacher.

The First aid boxes are located in the following areas:

- Staff room
- Main office
- Kitchen
- Minibus

First aid procedures**Academy 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 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 the academy, parents 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, the Assistant Headteacher will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

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

- An AVESC 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 organiser of the trip and approved by the EVC and Headteacher prior to any educational visit that necessitates taking pupils off academy premises. There will always be at least one first aider on trips and visits.

1. First aid equipment

A typical first aid kit in our academy 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.

Record-keeping and reporting

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

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the first aider. This will be provided to the BSA on the same day for filing.
- Records held in the first aid and accident book will be retained by the academy 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.

Reporting to the HSE

The Assistant Headteachers 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 Assistant Headteachers 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 academies 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

Any report the HSE must also be reported to the Headteacher.

Notifying parents

The BSA will inform parents 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.

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 academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Assistant Headteacher will notify any relevant safeguarding agencies of any serious accident or injury to, or the death of, a pupil while in the academy's care.

Training

All academy 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 academy 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. First aiders should remind the Assistant Headteacher and BSA with 3 months' notice to allow a course to be arranged.

Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Governing Body.

Accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	