



# **First Aid Policy**

## **2023-2024**

## Contents

1. Aims.....	2
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid equipment .....	5
6. Record-keeping and reporting.....	6
7. Training .....	7
8. Monitoring arrangements.....	8
9. Links with other policies .....	8
Appendix 1: list of trained first aiders.....	8
Appendix 2: accident report form.....	9
Appendix 3: first aid training log.....	11

Reviewed By:	Review Date	Reviewing Governor	Date Approved by Governing Body
Anna Wallis	June 2018	Bob Arnold (EWG)	21/06/2018
Anna Wallis	July 2019	Bob Arnold	26/09/2019
Anna Wallis	February 2021	Mick Michell	22/06/2021
Alastair McKenzie	July 2022	Mick Michell	13/10/2022
Mollie Robberts	July 2023	Trevor Spraggs	28/9/2023

## 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 regard 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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Reception and Administration Assistant. 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/health & safety report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

### **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 Principal and staff members.

### **3.4 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 school at all times during school hours during term time
- 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)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident/health & safety reports (see appendix 2) 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
- 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, family will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the family

- If emergency services are called, a member of the front office team will contact family immediately
- The first aider/relevant member(s) of staff will complete an accident/health & safety 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
- Information about the specific medical needs of pupils
- Families' contact details

Risk assessments will be completed by the trip leader 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 unless the venue being visited has qualified first aiders and first aid facilities.

## 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:

Reception + Grab Bag Reception Foyer
PE (Kit cupboard)
PE (Gym)

3G Bag
DT (Woodwork Room)
Food Technology (Office)
Science (Prep Room 1 )
Science (Prep Room 2 )
Cloakroom
Green minibus
White minibus
Kitchen in cafe (owned by Innovate)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the relevant member(s) 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 2
- A copy of the accident report form will also be added to the pupil's educational record by the Office Manager
- 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 Office Manager 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 Office 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

- 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
- 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 Office 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
- 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](#)  
[RIDDOR Report](#)

## 7. Training

All school staff can 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

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

## 8. Monitoring arrangements

This policy will be reviewed by Mrs Mollie Robberts, Vice Principal every year.

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

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

## Appendix 1: list of trained first aiders

Surname	Forename	Location	Role
Thompson	Lucy	Reception	Receptionist/PRIMARY FIRST AIDER
Chalmers	Dave	PE	Head of PE
Chamberlain	Petula	Admin Office	Office Manager
Cushen	James	Classroom/PE	Teacher
Greenwood	Lisa	Admin Office	Admissions Officer
Hamilton	Jeanette	Pastoral Office, Main Corridor	Pastoral & Teacher
Marshall	Bruce	Classroom support	HLTA
Palmer	Kate	Eikon	Well-being
Reeves	Rachael	Finance Office	Cover teacher, PE
Ridgley	Emily	Own Office	University
Sabo	Anamaria	Classroom Support	TA
Watson	Kelly	Repro	Admin Assistant

## Appendix 2: accident report form





## HEALTH & SAFETY REPORTING

This form is to be FULLY completed prior to on-line input. The on-line information is submitted directly to Surrey CC so all information provided on this form must be accurately recorded.

All information to be completed in CAPITALS

1. Person Reporting this Event:

2. Time and Date of Event:

3. Described fully what happened:

4. Exact Location of Event:

State if on/off site, internal/external – room, corridor etc.

5. Name of Injured Person:

6. Category of Injured Person:

☐ Student ☐ Staff ☐ Non-Employee

7. Name of Witness(es):

8. Category of Witness(es):

☐ Student ☐ Staff ☐ Non-Employee

9. First Person on Scene:

10. Category of First Person  
On scene:

☐ Student ☐ Staff ☐ Non-Employee

11. Address of Person(s) Involved:  
Only necessary if person is  
NOT a student or staff.

12. Injury: Type  Body Part  Specific Body Part   
i.e. cut/burn/break i.e. Upper/lower

13. Injury Severity Category: ☐ Minor ☐ Severe ☐ Life-threatening

14. Treatment: Was any given? ☐ Yes ☐ No

15. Describe treatment given:

16. Where was treatment given:  
i.e. exact location

17. Who provided the treatment:  
(actual name required)

18. Condition of Injured Person: ☐ Conscious ☐ Unconscious ☐ Mobile  
☐ Required Resuscitation ☐ Required Hospital  
☐ Remained in hospital more than 24 hours

19. What happened after initial Treatment?  
i.e. stayed on site/went home/  
went to hospital etc

20. Mode of Transport if left site:

21. Next of Kin been advised: ☐ Yes ☐ No

Signature of Person Reporting this Event: \_\_\_\_\_

Date of Reporting this Event: \_\_\_\_\_

Name of Person inputting On-Line: \_\_\_\_\_

Date of Input: \_\_\_\_\_

### Appendix 3: first aid training log

		Emergency First Aid at Work (one day course)		First Aid at Work (3 day course)	
Surname	First name	Date Qualified	Valid until	Date Qualified	Valid Until
Chamberlain	Petula	14/01/2020	14/01/2023		
Cherry	Lucy	08/01/2019	08/01/2022		
Cushen	James			10/06/2019	10/06/2022
Hamilton	Jeanette	30/09/2020	30/09/2023		
Imison	Helen	22/06/2021	22/06/2024		
Lim	Michelle	26/11/2019	26/11/2022		
Marshall	Bruce	14/01/2020	14/01/2023		
Pearn	Julie	26/11/2019	26/11/2022		
Reeves	Rachael	22/06/2021	22/06/2024		
Thompson	Lucy	30/09/2020	30/06/2023		

#### DofE First Aid training

##### Outdoor First Aid (Level 2)

James Williams – 24/04/2018 (expires 24/04/2021)

##### Remote Outdoor First Aid

##### Emergency First Aid & AED Training