

SEAHAM HIGH SCHOOL



First Aid Policy

Contents

Aims

Error! Bookmark not defined.

Legislation and Guidance 3

Roles and responsibilities

Error! Bookmark not defined.

The Headteacher and Facilities/H&S Manager 4

Staff 4

First Aid Procedures 4

Off-Site Procedures 5

First Aid Equipment 5

Record Keeping and Reporting 6

Training 7

Links with Other Policies 7

Review Date	Cycle	Reviewer	Adopted	Committee
June 2025	Annually	First Aid & Health Co-ordinator	June 2025	Full Governors

First Aid Policy

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 the Statutory Framework from the 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 School Premises (England) Regulations 2012, 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 school has a Qualified First Aider and a number of Emergency First Aid at Work who 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 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 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.

A list of all First Aiders can be found on the school's internal VLE. Their names will also be displayed prominently around the school.

3.2 The Headteacher and Facilities/H&S Manager

The Headteacher is responsible for the implementation of this policy. The Headteacher will work in conjunction with the Facilities/H&S Manager to:

- Ensure that an appropriate number of trained first aid personnel are always present in the school.
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure 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.
- Ensure that adequate space is available for catering to the medical needs of students.
- Reporting specified incidents to the HSE when necessary.

3.3 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.
- 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 student 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 the next steps to the parents/carers.
- If emergency services are called, the Headteacher must be informed immediately and the main office will contact parents/carers immediately.
- The relevant member of staff 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 students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Access to parents/carers contact details

Risk assessments will be completed prior to any educational visit that necessitates taking students off school premises.

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 latex free gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings.

No medication is to be kept in first aid kits.

First aid kits are stored in:

- The main office
- The medical room
- Technology food room
- Technology Technicians room
- All staff workrooms
- Mini buses x2 under the front seat

Defibrillators (AED) are stored in:

- First Aid room
- SLT corridor
- Premises/Health & Safety Manager's office

6. Record-keeping and reporting

6.1 First aid log and accident/incident form

The first aid log is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time and for all students who are unwell.

An Accident Form (Corporate Accident/Incident/ill Health/Near Miss/ reporting form) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident.

Records held in the first aid and accident book will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an accident form will be kept until the child is 21 years old.

6.2 Reporting to the HSE

The Headteacher 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 Facilities/H&S 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>

6.3 Notifying parents/carers

The first aider will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7. Training

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

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.

All staff should receive training annually on anaphylaxis as part of their CPD training.

8. Links with other policies

This First Aid Policy is linked to the

- Health and Safety Policy
- Supporting Students with Medical Conditions Policy