

The Bromfords School



First Aid Policy

COMPILED BY: J Tree	
APPROVED BY: T Parfett, Chair, LGB Date: September 2022	REVIEW DATE: September 2023

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	5
5. First aid equipment	6
6. Record-keeping and reporting	7
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders	9
Appendix 2: accident report form	10

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 on [first aid in schools](#), [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 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 Trained First Aiders

The school's appointed person is Mrs A Khan. 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 (see the template in appendix 2)
- › Keeping their contact details up to date

In the event of staff absence, Mrs J Causton and Mrs L Cursons will deputise for Mrs Khan; all of our school's first aiders are listed in appendix 1. Their names and internal contact numbers are displayed prominently in the staffroom, main office and in staff offices.

3.2 The Governing Body

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.

3.4 The Headteacher

The headteacher 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
- › 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 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, 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, then a member of the Admin Team 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

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 Trips and Visits coordinator, 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:

- › 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:

- › The Medical Room
- › All Science Prep Rooms
- › The ICT Office
- › Reprographics
- › Site Manager's Office
- › SEND Office
- › Rm. 83 (Art)
- › Sixth Form Office
- › PE Office
- › DT Office
- › DT Rooms 9, 11, 12 and 14
- › Staff Room
- › Kitchen

This list is reviewed and updated on an annual basis.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 2
- A copy of the accident report form will also be added to the pupil's educational record by their Head of Year.
- 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 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 Headteacher 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 scalding 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The appointed person (Mrs A Khan) will initially 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. The Head of Year should initially contact home within the following 24 hours for an update on the pupil's condition.

6.4 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 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 the Local Authority 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 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 Headteacher annually.

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

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

THE BROMFORDS SCHOOL

First Aiders



Below is a list of all members of staff that are first aid trained.
In the first instance please call down to Aasea Khan (Tues-Fri) or
Lisa Cursons (Monday) at the First Aid room on EXT 441.

<u>Associate Staff</u>	<u>EXT</u>	<u>Teachers</u>	<u>EXT</u>
Aasea Khan	441	Gabby Atkins	
Jackie Causton	449	Tim Marshall	
Lisa Cursons	415/441	Lucy Philpott	
Karen Shaw	425	Kevin Ford	492
Joy Page	456	Laura Fitzsimmons	492
Eve Brown	404	Lyndsay Fryers	492
Adam Knott	401	Stuart Ruggles	492
Jackie Mansfield	443		
Sam Mersh			
Ernie Morton	451		
Jayne Venner			
Aaron Rowswell	423		
Martin Rigg	429		
Louise Petley			
Stephen Snares	450		
Caroline Squire			
Joseph Stock			

Appendix 2: accident report form

The Bromfords School

Medical Incident Report

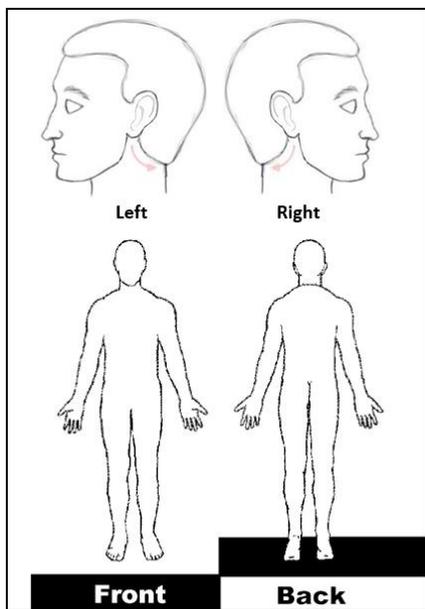
Name	
Form	
Age	
Date of Incident	
Time of Incident	
Level of Incident	Minor / Serious / Hospital /24+
Staff or Student or Visitor	

Did the Person go to hospital?	Yes / No
Was the incident H&S?	Yes / No <small>(Ensure form has been sent to the Health and Safety Officer)</small>
RIDDOR?	Yes / No
Ongoing?	Yes / No
Other Agencies Involved?	Yes / No
Other	Yes / No
Please ensure all parts are completed in full	

Please give an outline of the Incident:

(Please include times, locations etc)

Please give an outline of Injuries:



Please give an outline of Treatment:

Pain Score at Start of Treatment:

Advice on Discharge:

Ambulance Information

Was an Ambulance called to the site?	YES / NO
Was the person conveyed to Hospital	YES / NO
CAD Incident Number	
Time of First Vehicle Arrival	
Time of Second Vehicle Arrival	
Time of Student Departure	
Was the Student accompanied by a MOS:	
Was the Student Stable when leaving	
Receiving Hospital	

Time parent informed	
Time Student Signed out	
Does this incident require a follow up?	YES / NO
Date of Follow Up:	

Additional Notes / Follow up information:

Signed: _____

Date: _____ **Time** _____