



First Aid Policy

Abstract:

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Person responsible	Administration Manager			Reviewed by:	Business Director / Safeguarding lead

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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 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 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 students

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

3. Roles and responsibilities

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take

charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider but at Plympton Academy is a first aid trained member of staff - the Administration Manager.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The school's appointed person is the Administration Manager. They are responsible for:

- Taking charge of providing support when someone is injured or becomes ill
- Taking responsibility for putting in place processes to ensure is an adequate supply of medical materials in first aid kits, and that the contents of these kits are replenished regularly
- 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 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
- Keeping their contact details up to date

The Academy's First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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 Academy Principal and to designated staff members.

3.3 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
- 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 in response to assessing risk
- Undertaking, or ensuring that managers undertake, risk assessments and regularly review them and ensuring that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- 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 correctly
- Ensuring they know who the first aiders in school are, supported by documentation displayed around the site
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal or their line manager of any specific health conditions or first aid needs which they identify or have

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, the first aider will contact parents and notify the duty member of the Senior Management Team immediately

- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury. Members of staff may be asked to support this process to provide comprehensive information and are expected to fully cooperate to do so

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
- Parents' contact details

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

There will always be at least one trained first aider present on school trips and visits.

5. First aid equipment

A typical first aid kit in the 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.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The Canteen
- Academy Mini-buses

6. Record-keeping and reporting

6.1 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
- 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

All accidents are reported through the online OCEANs system and monitored on behalf of the Academy by the Devon health and safety team under the terms of a current service Level Agreement.

The Administration Manager will ensure that all incidents are shared with the Site Manager to ensure that remedial action can be taken where there may be a defect to the site or a broken piece of equipment.

The Administration Manager will ensure that all accident forms are shared with the Business Director for review after they have been signed off by the relevant head of department in case further action is required such as repair works or changes in practise which should be considered to improve health and safety across the Academy.

6.2 Reporting to the HSE

The Administration Manager will ensure that a record is kept 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 Administration Manager will ensure that these are reported, through the Devon Health and Safety team 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](#)

All accidents and incidents will be regularly reported to and reviewed by the Governing Body. This work has been delegated to the Finance and Premises Committee. The committee meets 6 times a year and a summary of accidents is presented to each meeting.

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 Academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 1).

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

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting students with medical conditions

ppendix 1: list of First Aid trained staff

Staff member's name	Role	Contact details

PLYMPTON ACADEMY INJURY OR DANGEROUS OCCURRENCE REPORT (IDOR) FORM

DEPARTMENT	PERSON COMPLETING REPORT
NAME & ADDRESS OF ESTABLISHMENT Post Code:	Forename:
	Surname:
	Job title:
	Tel No. & Ext:

DETAILS OF PERSON INJURED / INVOLVED *(one per form)*
It is important to obtain the signature of the injured person where possible

Forename: Surname:

Age: Gender Male Female Job title:

PA Personnel Number:

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Job Category:

<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

Address Of Non-employee:
.....
Post Code:

Telephone Number:

DETAILS OF INCIDENT

Did the incident happen at the establishment address? Yes No (If no where did the incident happen?)

Name and address where incident occurred:

Post Code:

Incident Premises Type *(select one only)*

<input type="checkbox"/> School Property	<input type="checkbox"/> At someone else's property
<input type="checkbox"/> In a public place	<input type="checkbox"/> Off Site Visit

Exact Location: **Date Incident Occurred:** **Time:**

Activity at time of incident: _____ Date Incident Occurred: _____ Time: _____

Incident Class

- Contact with moving machinery or material being machined Hit by moving, flying or falling object
 Hit by a moving vehicle Hit something fixed or stationary Injured while handling, lifting or carrying
 Slipped, tripped or fell on the same level Fell from height
 Exposed to, or in contact with, a harmful substance 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 Dislocation
 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/STUDENT 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 once known

If Yes

How was the accident reported to the HSE?
 Internet Telephone F2508 form

(Please attach a copy to the accident report form)

RIDDOR Number :

INVESTIGATION - THIS SECTION MUST BE COMPLETED BY THE LINE MANAGER

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?			Yes		No
As a result of these incidents have you reviewed your risk assessment / procedures?		N/A	Yes		No
Is training or re-training required?			Yes		No
Have the control measures / procedures been effectively communicated to staff?			Yes		No

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 THE BUSINESS DIRECTOR
Completion of this form does not constitute a claim against Plympton Academy
This information will be held by Plympton Academy for the purpose of recording this accident (Data Protection Act 1998)

Appendix 3: First Aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

NAME	QUALIFICATION	EXPIRY DATE
Maria Whetman	Emergency First Aid (1 day)	26/02/22
Maddie Horton	Emergency First Aid (1 day)	19/03/22
Paul Speare	Emergency First Aid (1 day)	26/04/22
Annie House	Emergency First Aid (1 day)	5/10/2022
Michelle Rounce	Emergency First Aid (1 day)	6/1/2023
Aimie Rodgers	Emergency First Aid (1 day)	6/1/2023
Mandy Kirk	Emergency First Aid (1 day)	6/1/2023
Sarah Puleston	Emergency First Aid (1 day)	6/1/2023
Claire Worth	Emergency First Aid (1 day)	6/1/2023
Michelle Keane	Emergency First Aid (1 day)	6/1/2023
Chris Braine	Emergency First Aid (1 day)	6/1/2023
Joanne Tyrrell	Emergency First Aid (1 day)	6/1/2023
Julie Sandercock	Emergency First Aid (1 day)	3/9/2023
Alan Dickins	Emergency First Aid (1 day)	3/9/2023
Kerry Martin	Emergency First Aid (1 day)	16/11/23
Andy Camm	Emergency First Aid (1 day)	03/01/24
Emma Veale	Emergency First Aid (1 day)	03/01/24
Amie Byrne	Emergency First Aid (1 day)	01/03/24
Ellen Hooper	Emergency First Aid (1 day)	03/01/24
Vicky Bawler	Emergency First Aid (1 day)	19/07/22
Kerry Mason	Emergency First Aid (1 day)	14/07/24
Louise Macauley	Emergency First Aid (1 day)	14/07/24
Livvi West	Emergency First Aid (1 day)	14/07/24
Dee Manners	Emergency First Aid (1 day)	14/07/24
Joanne Bignell	Emergency First Aid (1 day)	14/07/24
Ross McLaughlin	Emergency First Aid (1 day)	14/07/24