

ALAMEDA MIDDLE SCHOOL



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FIRST AID POLICY

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1. INTRODUCTION

Effective and timely first aid can avert further suffering in the event of injury to a person. First aid has two functions:

- It provides initial treatment for the purposes of preserving life and minimising the consequences of injury and illness until qualified medical help can be obtained.
- It provides treatment for minor injuries, which would otherwise receive no treatment. For first-aid arrangements to work efficiently they must be suitable to the work and its environment, known, understood and accepted by everyone in the workplace. The Health and Safety (First Aid) Regulations 1981 require an employer to provide equipment and facilities that are adequate and appropriate in the circumstances for administering first-aid to his employees. These regulations are supported by the HSE publication INDG214.

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 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

3. ROLES AND RESPONSIBILITIES

3.1 Appointed person(s) and First Aiders

The school's appointed person(s) is/ 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
 - To provide First Aid for staff, pupils, contractors and visitors to the school
 - ask for further assistance from the emergency services
 - record on Medical tracker of first aid treatment given and actions taken
 - 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)
 - maintain confidentiality and the dignity of the casualty as far as is possible;
 - check and replenish the contents of the First Aid boxes whenever necessary
 - report deficiencies in the first aid arrangements and facilities to the Business Manager
 - attend any first aid training that is provided by the school

Staff who are Emergency First Aid in the Workplace (EFAW) trained should only provide emergency cover in the absence of trained first aiders when there is *“exceptional, unforeseen, and temporary circumstances”*.

Our school’s appointed person(s) and/or First Aiders names will 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 Headteacher and staff members.

3.3 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 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

3.4 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/appointed person 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.
- If emergency services are called, a member of the office staff will contact parents immediately
- The First Aider/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. Appendix 2
- Any first aid treatment will be recorded on the Medical Tracker system.

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

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and this will include reviewing First Aid provision for each trip.

As a minimum there will always be a member designated as the point of contact for first aid on school trips and visits.

5. FIRST AID MATERIALS & EQUIPMENT

It is recommended that First Aid Kits contain the following:

HSE Leaflet: Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

- 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

No medication is kept in first aid kits.

First aid kits are stored in:

- School Office x 1 (plus 6 x travel kits for trips)
- Science department x 1
- Food Room x 3
- DT x 2
- Sports Hall x 1
- Mini Bus x 1
- Resources x 1 for playground lunch duty
- PE Office x 1
- PE travel x 1

All first aid boxes are checked on a termly basis by a nominated member of staff: Lead First Aider

The first aid room is located near C5 and resources rooms. A wheelchair is kept in the disabled toilet next to the staff room and also one pair of crutches.

5.1 Defibrillator

A defibrillator is located in the small locker room (by Reception) on top of the medical cupboard, and also at the sports hall and is checked on a weekly basis by a Lead First Aider

6. RECORD-KEEPING AND REPORTING

6.1 First Aid and Accident Record Book

- All first aid treatment will be recorded on Medical Tracker.
- 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 (Reference Accident and near miss procedure/Appendix 2) and passed on to the Business Manager
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form in Appendix 2
- A copy of the accident report form is uploaded on to Medical tracker and a copy is also kept in the front office.
- Records held in the First Aid and Accident Book will be retained by the school until the pupil turns 21, 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 Business 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 Business 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 that 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, involving a work activity, leads to someone being taken to hospital directly from the scene for treatment.
- 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](#)

6.3 Notifying Parents

The First Aider will call parents/carers on the same day to inform them of any accident or injury sustained to a pupil's head area or any other injury assessed by the first aider to be serious and will inform them of any first aid treatment given.

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.

7. TRAINING

The school will complete a first aid risk assessment to determine the number of first aiders required.

All First Aiders must have completed an HSE approved first aid 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 it expires.

Staff are encouraged to renew their first aid training when it is no longer valid. The school will ensure that there is always the minimum number of trained First Aiders required within the school.

8. HYGIENE AND INFECTION CONTROL

Several serious communicable diseases can be contracted from infected blood and other body fluids, including HIV and Hepatitis B. First Aiders will be aware of from their training of the basic hygiene and infection control measures. They should follow an infection control technique that avoids direct contact with body fluids of casualties at all times. This will involve covering any cuts or wounds they have on their hands with waterproof plasters, washing hands before and after tending a casualty and wearing disposable gloves when dealing with bodily fluids.

N.B Disposable gloves should be of the vinyl type and un-powdered. Latex allergy is a recognised and growing problem.

If a First Aider is contaminated with the casualty's blood into an open wound they must try to make the wound bleed, wash the area immediately with soap and water, then dry thoroughly. The wound should then be covered with a suitable dressing. The accident should be reported and the internal incident form should be completed by their manager. The First Aider should then inform their GP of the incident as soon as possible to seek their advice.

APPENDIX 1: ACCIDENT REPORT FORM

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up action required			
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			
Name of person attending the incident			
Signature		Date	

APPENDIX 2: PROCEDURE TO FOLLOW IN THE EVENT OF A HEAD INJURY

