

Future Academies Watford

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; and
- provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

- **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 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 Medical Officer (or designated first aider in the case of absence)

The academy's appointed person is the Medical Officer, who is 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; and

- ensuring that first aiders are trained and qualified to carry out the role detailed below (see section 7):
 - acting as first responder 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
 - reporting to RIDDOR as required

3.2 The Local Governing Body

The Local Governing Body has ultimate responsibility for health and safety matters in the academy, but delegate operational matters and day-to-day tasks to the Principal and 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 aiders are present in the academy at all times;
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- ensuring that all staff are aware of first aid procedures;
- ensuring that appropriate risk assessments are completed and appropriate measures are put in place;
- undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and ensuring that appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of students; and
- reporting specified incidents to the HSE when necessary (see section 6).

3.4 Academy staff

Academy staff are responsible for:

- ensuring that they follow first aid procedures;
- ensuring that they know who the first aiders in school are and completing accident reports for all incidents they attend where a first aider is not called; and
- informing the Principal 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 following steps will take place to deal with the incident:

- a. 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.

- b. 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.
- c. The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- d. If the first aider judges that a student 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/guardians.
- e. If emergency services are called, a member of the medical or pastoral team will contact parents immediately.
- f. 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 Coronavirus procedures

During coronavirus, first aiders will follow Health and Safety Executive (HSE) guidance for **first aid during coronavirus**. They will try to assist at a safe distance from the casualty as much as possible and minimise the period of time during which they share a breathing zone. Treating any casualty properly will be the first concern; where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards, including washing their hands.

4.3 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- an academy mobile phone;
- a portable first aid kit;
- information about the specific medical needs of students; and
- parents' or guardians' contact details.

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

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

During coronavirus, we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

A typical first aid kit in our 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; and
- burns dressings.

No medication is kept in first aid kits.

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 will be supplied when reporting an accident, including all of the information included in the accident book.
- A copy of the accident report form will also be added to the student's educational record by the Medical Officer.
- Records held in the first aid and accident book will be retained by the academy for a minimum of three 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 Medical Officer 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 Principal 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 that take place when an employee is away from work or unable to perform their normal work duties for more than seven 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](#)

6.3 Notifying parents and guardians

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

6.4 Reporting to Ofsted and child protection agencies

The Principal will also notify the Chair of Governors, the Trust and the Local Authority of any serious accident or injury to, or the death of, a student while in the school's care.

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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

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, detailing 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 Vice Principal Safeguarding and Welfare every two years.

At every review, the policy will be approved by the Principal & the governing board.

9. Links with other policies

This First Aid Policy is linked to the following academy policies:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Students with Medical Conditions

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Document control table			
Document title:	First Aid Policy		
Author (name & job title):	Deborah Warwick (Principal)		
Version number:	1		
Date created:	March 2021		
Date approved:			
Approved by:	Local Governing Body		
Review information:	Reviewed every three years		
Last internal review:	August 2021		
Last review by Governors/Directors:			
Document History			
Version	Date	Author	Note of revisions