

FIRST AID POLICY

Version	Date
Last reviewed	August 2020
Date of next review	February 2021
Owner	Framework - Director of Finance and Operations Local Variations – Business Manager
Approver	Framework - Risk and Audit Committee Local Variations – Academy Council

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 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 pupils

The Health and Safety (First Aid) Regulations 1981 do not oblige employers to provide first aid for anyone other than their own staff, but legislation places duties on employers for the health and safety of anyone else on the premises. In schools this includes responsibility for employees, pupils and visitors (including contractors).

At Airedale Junior School we endeavour to provide the best possible care to our pupils. There are no rules on the number of first aiders required by an organisation, but as part of our duty of care, we have assessed the first aid provision we will make for everyone in school including likely risks to pupils and visitors. This has determined our approach to first aid in school. Details of our assessment of first aid needs can be found at appendix 1.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Laura Smith, Sarah Smith, Judith Hopps, Sara Fish, Dawn Scarfe, Michelle Turner, Gillian Davies, Debbie Churm, Gail Wilkinson, Dagmar Allison, Linda Wells, Nicole Lane, Julie Hall, Clare Moss, Jeanette Barnes, Sarah Speight, Rachel Saunders, Millie Stanger, Lisa Hooley, Gemma Burton, Emma Bradney, Helen Jackson, Lisa Jones, Olivia Moss. 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
- Maintaining records of first aid training

They may be, but do not need to be, a trained first aider. If they are not a first aider, they should not give treatment for which they are not trained.

In our school our appointed persons are all trained first aiders

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, in accordance with school procedures
- 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

Our school's appointed persons and first aiders are listed in appendix 2. Their names will also be displayed prominently around the school.

3.2 The Trust Board

The Trust 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 appointed persons and 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 3) 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 need

3.6 Insurance and liability

Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that a parent might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

As the employer, Northern Ambition Academies Trust provides indemnity for employees of the Trust carrying out first aid by ensuring that insurance arrangements are in place to provide cover for claims arising from the actions of staff acting in good faith within the scope of their employment and duty of care.

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
- Staff will follow basic hygiene and disposal procedures to avoid infection.
- 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
- If treatment/examination is to, or may potentially involve, a sensitive or private part of the body, this will only be carried out by a staff member of the same sex with another person present and in an appropriately private location.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider, in conjunction with a designated member of SLT, 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. In the case of adults, the first aider may advise an individual to go home, but it is the responsibility of the injured adult to decide whether they are fit to remain in school or not.
- If the first aider believes further medical/hospital treatment is required, a parent or other emergency contact will be called to accompany the individual to hospital. In the case of pupils, if a parent cannot be contacted arrangements will be made to transport the pupil to hospital accompanied by a member of staff, who will remain with the pupil until a parent arrives. In the case of adults, the first aider may advise an individual to seek further medical treatment, but the responsibility for deciding whether to seek further medical treatment lies with the injured adult.
- If emergency services are called, the first aider will arrange for a member of the office staff to contact parents or the designated emergency contact 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 trip leader and submitted through Evolve prior to any educational visit that necessitates taking pupils off school premises.

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

4.3 Additional First Aid requirements during COVID-19 pandemic

Where possible, first aid should be provided by a member of staff from inside the same bubble. Before administering first aid, if they are conscious and able to respond, the patient must be asked if they have any of the COVID-19 symptoms:

- Temperature/fever
- Persistent dry cough
- Loss of taste or smell

If the patient is unconscious or not able to respond, they must be treated as if they may be displaying COVID-19 symptoms and the appropriate precautions taken.

For patients with no symptoms, staff administering first aid should still maintain 2m social distancing as far as possible and maintain good hand hygiene by washing hands before and after administering first aid. For patients with no COVID-19 symptoms, other normal first aid procedures apply. There is no need to wear additional PPE whilst treating a child or staff member who does not present symptoms of COVID-19.

If providing first aid in a case where COVID-19 is not suspected, and it is not possible for a 2m distance to be maintained, the employee providing the first aid is responsible for ensuring a Test and Trace log is completed and passed to Reception within 24hrs. Reception must retain these logs for 15 days, after which they must be destroyed. In the event of a COVID-19 incident or Test and Trace contact, the Business Manager or nominated deputy must review the Test and Trace logs to determine whether any staff have provided first aid to a confirmed case and make arrangements for these individuals to be contacted and advised to self-isolate.

If a patient is displaying COVID-19 symptoms, they must be relocated to the identified COVID-19 treatment rooms (following social distancing guidelines) unless they cannot be moved. When dealing with suspected COVID-19 patients requiring first aid, staff must wear appropriate PPE: aprons, Fluid Resistant Surgical Masks (FRSM – Type IIR), eye protection (if risk of bodily fluids entering eyes) and gloves before entering the room to administer first aid. A video demonstrating the correct way to apply and remove PPE can be found at https://www.youtube.com/watch?v=-GncQ_ed-9w Staff administering first aid should maintain 2m social distancing as far as possible and maintain good hand hygiene by washing hands before and after administering first aid.

Where COVID-19 is suspected, parents/carers should be asked to collect the child from school as soon as possible; staff members/visitors displaying COVID-19 symptoms should leave site as soon as it is safe for them to do so.

5. First aid equipment

The main area for administering first aid in our school is outside the main school office in the first aid bay

First aid kits are also stored in:

- The school hall
- The school kitchens

A typical first aid kit in our school will include the following:

- 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 will be checked by the appointed person each half term and restocked as necessary. It is the responsibility of any individual using items from a first aid kit to report any shortages/replacements needed to the appointed person immediately.

6. Record-keeping and reporting

6.1 First aid and accident record book

- Where treatment has been given, details of the injury and care given are recorded in the First Aid book, the pupil is given a duplicate to take home for parents, and the class teacher is informed. The

person giving the first aid treatment is responsible for completing the details in the record book, detaching the child's copy and giving it to the office for distribution, notifying the class teacher and SLT if appropriate.

- Accidents to staff or visitors must be recorded on the accident form as soon as possible after the incident by the injured individual, or by the person providing treatment if the affected individual is unable to complete the form.
- 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 form must be passed to the Business Manager who will determine whether the accident needs investigating further to identify root causes or whether the accident is reportable under RIDDOR.
- Records held in the first aid and accident book will be retained by the school for a minimum of six years, to allow for the defence of legal claims if necessary, 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 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:

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The school will 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.

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? DSL?] will also notify local child protection agencies 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 encouraged to undertake first aid training.

All first aiders must have completed a training course approved by the HSE, 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 (see appendix 4).

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

8. Monitoring arrangements

The framework for this policy is set by the Trust and will be reviewed by the Director of Finance and Operations every two years. Following each review, the template policy will be approved by the Risk and Audit Committee.

Elements of this policy which are school-specific will be reviewed by the Business Manager every year. After every review, the school-specific elements of the policy will be approved by the Academy Council.

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
- Medicines in school policy

Appendix 1 – Assessment of First Aid needs

School Size

Capacity: 480

Over 80 school staff and non-school employed staff

Airedale Junior School is in a large building shared with an Infant School. It is on a site with 3 other schools with large surrounding playing fields

Location: Fryston Road, Castelford, West Yorkshire, WF10 3EP

Specific Hazards or Risks : Large open spaces. School spread across a large area with year groups at different sides of school.

Specific Needs : To ensure all year groups are adequately covered and break time and lunchtime covered

Accident Statistics : All accidents are immediately logged and reported to the DSL on a weekly basis

ASSESSMENT OUTCOMES

First Aid Provision required: Staff to be trained to emergency first aid level and ensure adequate lunchtime staff are trained.

First Aid Staff and Training

- Staff who agree to administer first aid do so on a voluntary basis
- Whilst there are no rules on numbers of First Aiders required, we are committed to providing Emergency Aid training for as many support staff who are prepared to volunteer

Appendix 2: list of appointed person(s) for first aid and trained first aiders

Staff member's name	Role	Contact details
Sarah Smith	Senior Administrator	ssmith@airedale-jun.wakefield.sch.uk 01977 556946
Laura Smith	Admin Assistant	lsmith@airedale-jun.wakefield.sch.uk 01977 556946
Judith Hopps	HLTA	jhopps@airedale-jun.wakefield.sch.uk 01977 556946
Sara Fish	TA	sfish@airedale-jun.wakefield.sch.uk 01977 556946
Dawn Scarfe	TA	dscarfe@airedale-jun.wakefield.sch.uk 01977 556946
Michelle Turner	TA	mturner@airedale-jun.wakefield.sch.uk 01977 556946
Gillian Davies	LTS	01977 556946
Gail Wilkinson	TA	gwilkinson@airedale-jun.wakefield.sch.uk 01977 556946
Dagmar Allison	Senior Administrator	dallison@airedale-jun.wakefield.sch.uk 01977 556946
Linda Wells	Learning Mentor	lwells@airedale-jun.wakefield.sch.uk 01977 556946
Nicole Lane	TA	nlane@airedale-jun.wakefield.sch.uk 01977 556946
Julie Hall	SENCO	jhall@airedale-jun.wakefield.sch.uk 01977 556946
Clare Moss	TA	cmoss@airedale-jun.wakefield.sch.uk 01977 556946

Jeanette Barnes	HLTA	jbarnes@airedale-jun.wakefield.sch.uk 01977 556946
Sarah Speight	HLTA	sspeight@airedale-jun.wakefield.sch.uk 01977 556946
Rachel Saunders	HLTA	rsaunders@airedale-jun.wakefield.sch.uk 01977 556946
Millie Stanger	LTS	01977 556946
Gemma Burton	TA	gburton@airedale-jun.wakefield.sch.uk 01977 556946
Emma Bradney	Learning Mentor	ebradney@airedale-jun.wakefield.sch.uk 01977 556946
Helen Jackson	TA	hjackson@airedale-jun.wakefield.sch.uk 01977 556946
Lisa Jones	TA	ljones@airedale-jun.wakefield.sch.uk 01977 556946
Olivia Moss	HLTA	omoss@airedale-jun.wakefield.sch.uk 01977 556946

Appendix 3: accident report form (to be used in the absence of a locally-produced form – any such form must include at least these details)

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

Appendix 4: 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>			

COVID-19: First Aid risk assessment

Assessment conducted by:		Job title:		Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, parents/carers
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Date of assessment:		Review interval:		Date of next review:	
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Related documents	
Trust/government documents:	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings COVID-19: Planning guide for primary schools

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Highly likely	Likely	Possible	Unlikely	Highly unlikely
Likely impact	Catastrophic impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Major impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Minor impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Negligible impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	No impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1. Managing infection risk from symptomatic pupils, staff and visitors					
1.1 Managing pupils, staff or visitors with symptoms					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
Infection is transmitted by pupil, staff member or visitor with symptoms of Covid-19	High	<ul style="list-style-type: none"> • Staff and parents/carers required to adhere to self-isolation guidance if they or someone in their household is symptomatic • Separate Covid-19 treatment rooms/areas established for symptomatic pupils, staff or visitors • Staff send pupils displaying symptoms to Covid-19 treatment room • Staff or visitors displaying symptoms notify SLT and isolate in Covid-19 treatment room until released to leave site • Separate toilet established for symptomatic individuals • Pupils displaying symptoms kept in Covid-19 treatment room until collected by parent/carer • All symptomatic individuals advised to seek a Covid-19 test as soon as possible, notifying school of the result • Staff overseeing children with symptoms to maintain social distancing as far as possible • Staff required to wear PPE if unable to maintain social distance while caring for a pupil • Staff wash hands after being in contact with a symptomatic pupils, staff member or visitor • Covid-19 treatment rooms and toilets cleaned thoroughly after use by cleaning staff wearing PPE 			Medium
2. Providing first aid					
2.1 Administering First Aid					
First Aid required by a pupil, visitor or member of staff who is not displaying Covid-19 symptoms	Medium	<ul style="list-style-type: none"> • Staff and pupils do not attend school if displaying symptoms of Covid-19 • First aid provided by a member of staff from the same bubble where possible • Before administering first aid, patient to be asked if they have any of the Covid-19 symptoms: <ul style="list-style-type: none"> ○ Temperature/fever ○ Persistent dry cough ○ Loss of taste or smell • Staff administering first aid maintain 2m social distancing as far as possible 		<ul style="list-style-type: none"> • 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
	Yellow	<ul style="list-style-type: none"> Staff administering first aid maintain good hand hygiene by washing hands before and after administering first aid Other normal first aid procedures apply. There is no need to wear additional PPE whilst treating a child or staff member who does not present symptoms of Covid-19 All staff delivering first aid who are unable to maintain a 2m distance must complete a track and trace form to enable them to be identified if the pupil/member of staff later tests positive for Covid-19 			Yellow
First Aid required by a pupil, visitor or member of staff who is displaying Covid-19 symptoms	Red	<ul style="list-style-type: none"> Patient moved to identified Covid-19 treatment rooms (following social distancing guidelines) unless they cannot be moved First aid provided by a member of staff from the same bubble where possible Staff administering first aid maintain social distancing as far as possible Staff administering first aid maintain good hand hygiene by washing hands before and after administering first aid Staff to wear appropriate PPE: aprons, Fluid Resistant Surgical Masks (FRSM – Type IIR), eye protection (if risk of bodily fluids entering eyes) and gloves before entering the room to administer first aid. Parents/carers collect child from school as soon as possible Staff members/visitors to leave site as soon as possible 		<ul style="list-style-type: none"> 	Yellow
Insufficient staff available who are first aid trained	Yellow	<ul style="list-style-type: none"> Additional first aiders trained if possible 		<ul style="list-style-type: none"> 	Green