# First aid policy

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| **Last Reviewed by:** | Nicola Hirst |
| **Date of review:** | May 2025 |
| **Due for next Review:** | **This policy is under review** |
| **Headteacher:** | Rebecca Thompson |

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## 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 guidance from the Health and Safety Executive (HSE) on incident reporting 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 School Premises (England) Regulations 2012, 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] [insert name of your appointed person(s)]. 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

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

## 3.2 The local authority and governing board

Wakefield Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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 (see section 6)

## 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) 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 the 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 parents will be contacted 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.
- The incident will also be logged on medical tracker.

In the event that a pupil is unwell at school:

General Illness

- If the student is well enough then a staff member will accompany them to the medical room to see the medical officer.
- If the student is deemed not well enough to stay in school the medical officer will contact parents to arrange collection of the student.

Taking Temperatures in school

- If a student presents with a temperature in school the guidance from the thermometers will be followed. The student's temperature will be taken and then they will sit for 10 minutes in a cooler space and given a drink of water. If they are still registering with a temperature action will be taken such as phoning parents and arranging collection.

Sickness and Diarrhoea

- If a student presents with sickness or diarrhoea, then their personal medical history will be taken into account – some students who attend Highfield take medication or have conditions that mean they may suffer with recurring diarrhoea or can be sick after they have eaten.
- Travel Sickness – If a student arrived into school and has been unwell on transport , they will be given time to come around in the medical room and to see whether they have been suffering from a travel sickness or are in fact unwell. If this was an ongoing issue the medical officer would contact home to discuss further.
- If a student is sick in school or suffers diarrhoea and none of the above is true then the Medical officer will call parents and arrange collection. The pupil will stay in the medical room until they can be collected.
- Following Public Health guidance pupils will then be off school from 48 hours after their final bout of illness.

Epilepsy

- Many students at Highfield suffer from Epilepsy. Staff are provided with yearly training from the local Epilepsy nursing team.
- Every student with epilepsy has a personal care plan and also a Highfield Medical overview. This outlines the action that needs to be taken for the student.
- Staff members with the student will have a clear knowledge of how to support the pupil and the action that needs to be taken. For example, if a seizure begins to start to time so they are aware when the trigger point for rescue medication has been reached. For many of our pupils they are no longer prescribed rescue medication and calling 999 is the first action.
- Staff will be aware to call a medical code purple for the student and the rescue medication will be brougth and SLT staff will immediately attend.

Nose Bleeds

- Some students at Highfield regularly suffer with nose bleeds. If this was to happen staff should not move the pupils but sit them down in the classroom. Nose bleed kits should be in classrooms.
- Call for support from the medical officer.
- Current guidance for nosebleeds is……

Specific medical needs

- Some students at Highfield have very specific medical care plans for individual needs.
- The expectation for these are outlined in the 'Medical Conditions and Administration of medicines policy'.
- Students with a specific medical need will have this outlined on the Highfield Medical Profile so staff are aware of all medical needs.

Infectious Illnesses

- When students present with infectious ailments etc. the school will refer to Public Health guidance for recommendations for how long they should be away from school for. (this includes Covid)

  Children and young people settings: tools and resources - GOV.UK (www.gov.uk)

## 4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

The first aid kits will be regularly checked by the School Medical Officer. First Aid kits for trips are kept in the cupboard behind the admin desk in Reception.

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

We will endeavour for there to be a first aider on school trips and visits. Due to the very high level of time spent in the community by students this may not always be possible.

There will always be staff training for specific medical needs of pupils who are going on the trip.

Weekly and regular visits are usually conducted in the local community , close to school or in areas where first aiders may be present such as supermarkets.

Staff reflect their plans for first aid on Evolve.

## 5. First aid equipment

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Living Skills
- Post 16 Kitchens
- Art Room
- The school kitchen
- School vehicles

# 6. Record-keeping and reporting

## 6.1 First aid and accident record book

- An accident form will be completed by the Medical Officer on the same day or as soon as possible after an incident resulting in an injury. This is logged on Medical Tracker. The form will prompt the medical officer or first aider will prompt all information as required to be filled in.
- Staff who were present at an accident and saw more detail regarding any factors relating to an behaviour incident should log this on behaviour watch under medical.
- 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 [Check whether your insurer requires accident records to be retained for a longer period of time and amend this point accordingly if necessary]

## 6.2 Reporting to the HSE

The School 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 School Business Manager] will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

## 7. Training

All school staff are able to undertake first aid training if they would like to. For some this will be via The National College online courses that is provided for all staff.

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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## 8. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher annually.

At every review, the policy will be approved by the headteacher.

## 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

## Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

| STAFF MEMBER'S NAME | ROLE | CONTACT DETAILS |
|---|---|---|
| Julie Bonson | Medical Officer | EXT 209 |
| Emma Knight | Principle First Aider/ Physio / O.T | EXT 209 |
| Karen Treloar | T.A | |
| Michelle Burden | T.A | |
| Rebecca Hudson | T.A | |
| Robert Blackburn | T.A | |
| Emma Hammond | T.A | |
| Twinkle Bhalla | T.A | |
| Pauline Whitley | T.A | |