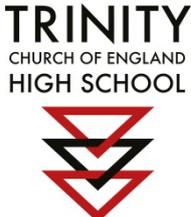


FIRST AID POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Premises Committee
	Approved by:	Full Governing Body
	Date approved:	9 th July, 2019
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

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

GENERAL PRINCIPLES

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

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

FIRST AID AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1 ROLES AND RESPONSIBILITIES

1.1 Appointed person(s) and first aiders

The school's appointed Student Services Manager 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

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 1)
- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed in the school's Health and Safety Policy. Their names will also be displayed in all reception and Student Services areas and on the 'Trinity Links' page.

1.2 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.

1.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number 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 4).

1.4 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 1) 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

2 FIRST AID PROCEDURES

2.1 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, a member of the Student Services team will contact parents immediately
- The 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

2.2 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 relevant individual prior to any educational visit that necessitates taking pupils off school premises.

Where necessary, a first aider will accompany trips/visits out of school.

3 FIRST AID EQUIPMENT

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

No medication is kept in first aid kits.

First aid kits are stored in:

- Student Services
- Main Reception (at the desk)
- Student Reception
- All science prep rooms
- All design and technology classrooms
- The school kitchens
- School vehicles

An automated defibrillator is located in the PE office within the sports centre building. Specific training has been given to all key first aid staff.

4 RECORD-KEEPING AND REPORTING

4.1 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 at appendix 1
- A copy of the accident report form will also be added to the pupil's educational record by the Student Services Manager onto MSTORE
- 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

4.2 Reporting to the HSE

The Student Services 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 Student Services 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

4.3 Notifying parents

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

5 TRAINING

All school staff are able to undertake a basic 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until. This information will appear alongside the names stored in the school reception, Student Services, Student Reception and online.

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

6 LINKS WITH OTHER POLICIES

This policy is linked to the Health and Safety Policy and Medical Conditions Policy.

MONITORING AND EVALUATION

The policy will be the responsibility of the Governors' Premises Committee, and will be ratified by the Full Governing Body.

Accident Report

Name		Form		Date		
Location		Time		Department		
Address					Pupil	
					Staff	

Details of Incident	
Teacher Name	
Signature	

First Aid Given					
First Aid advice given	Parent called	Hospital visit	GP visit	Ambulance called	No Treatment
First Aider Name (1)			First Aider Name (2)		
Signature (1)			Signature (2)		

Follow up information

Date returned to school					
Number of days absent					
Days in hospital (if applicable)					
RIDDOR Completed?	Yes		No		RIDDOR Number
Follow up information from parents regarding incident	Date	Information			
Additional risk assessments / action points <i>(to be completed by Deputy Head / Student Services Manager / Lead First Aider / Site Manager)</i>					