

**The Skylark Partnership Trust**

First Aid Policy

**History of most recent policy reviews**

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| Date of last Review | 06.02.2023 |
| Next Review Date  | 06.02.2024 |
| This policy will be reviewed by the health and safety lead every 2 years.  |  |

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# **First Aid Policy**

# **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 those involved in governance, including trustees, 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](https://www.gov.uk/government/publications/first-aid-in-schools), [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and [actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), 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](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), 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](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), 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](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The Education (Independent School Standards) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made), 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.

 **3. Roles and responsibilities**

We will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. We have undertaken an assessment of need taking into account the nature of our employees’ work, the number of staff and the location of our settings. We have at least one ‘appointed person’ to take charge of first aid arrangements. The appointed person does not need to be a trained first aider, but all of our appointed people have been at least emergency first aid trained.

3.1 Appointed person(s) and first aiders

The Trust’s appointed person is Charlotte Rogers

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 (online)
* Keeping their contact details up to date

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

3.2 Head of Centre

The head of centre 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 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 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)

3.3 Staff

School staff are responsible for:

* Ensuring they follow first aid procedures
* Ensuring they know who the first aiders in the academy are
* Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
* Informing the head of centre 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. Upon their arrival, the first aider will recommend next steps to the parents

If emergency services are called, the admin team will contact parents immediately

The relevant member of staff will complete an accident report the same day or as soon as is reasonably practicable 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 external visits coordinator or the teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

**5. First aid equipment**

A typical first aid kit in our school 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
* Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in a variety of settings depending on the provision but include:

* The medical room
* Reception (at the desk)
* In all classrooms
* In kitchen areas

# **6. Record-keeping and reporting**

6.1 First aid and accident records

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

As much detail as possible should be supplied when reporting an accident, including all of the information included in the online accident reporting form

The accident report will be kept and where the accident involves a pupil, a copy may be added to the pupil’s educational record.

Records held regarding any first aid and accidents will be retained by the Trust 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 in line with our data retention and deletion policy.

6.2 Reporting to the HSE

The health and safety leads for each academy 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). These will be kept electronically

The health and safety leads 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
* Amputation
* 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 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>

6.4 Reporting to child protection agencies

The head of centre will notify the local safeguarding children board 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 able to undertake first aid training if they would like to. All staff have received emergency first aid training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Centurion will keep a register of all trained first aiders, what 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.

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# **8. Monitoring arrangements**

This policy will be reviewed by the health and safety lead every 2 years.

# **9. Links with other policies**

This first aid policy is linked to the

* [Health and safety policy](https://docs.google.com/document/d/1_QOzdSnUdHkFPYg4b3FOOULzQp0S9hJu/edit)
* [Risk assessment and procedures policy](https://docs.google.com/document/d/1bZcL0jZXpCJhRrCRg5LscXH6QrXpfSm6/edit)
* [Control of substances hazardous to health policy](https://docs.google.com/document/d/1M4l6piaz_7XzGBja3tCUHL1_cZxJ9s5X/edit#heading=h.gjdgxs)
* [Accident investigation policy](https://docs.google.com/document/d/1naWbn3sFGZZqP4-TaQXDq7XrZyKNkabI/edit)

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

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| --- | --- | --- |
| Staff member’s name | Role | Contact details |
| Charlotte Rogers | Lead First Aider |   |
| Kieran Rogers | First Aider |   |
| Val Rogers | First Aider |   |
| Nicholas Potterton | First Aider |   |
| Paul Mabbutt | First Aider |   |
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 **Appendix 2: Arrangements in the case of coronavirus outbreak**

**During coronavirus**: we have discussed the academy’s updated risk assessments with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

**During coronavirus**: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm). They will try to assist at a safe distance from the casualty as much as possible and minimise the time 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.

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