



St Johns Road, Tiffield, Northampton, NN12 8AA

First Aid Policy

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Position: Head Teacher

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About this document:

Purpose

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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1. Intent and Aims

Each school and College within our Trust will assess the need for first aid provision and will identify the number of qualified First Aiders holding the relevant First Aid Certificate which ensures adequate cover within any of our school sites.

Each school and College will also identify the fully qualified First Aiders to provide immediate first aid to the pupils in our schools and College. The person with the overall responsibility for the provision of first aid is the Headteacher who will identify an appointed person who has the overall responsibility for the organisation of first aid across the school/college.

2. Legislation and Guidance

All schools:

- [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 pupil

3. Procedures

4. First Aid Procedures

4.1 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 first aider, if appropriate, who will provide the required first aid.

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or from emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved to be placed in a recovery position.
- If the emergency services are called, the appointed person will ensure that parents are contacted immediately.
- 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.
- 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/college premises, staff will ensure they always have the following:

- A school/college mobile phone.
- A portable first aid kit and any pupil specific medical equipment/ medicines – in line with “Supporting Pupils with Medical Conditions Policy”
- Information about specific medical needs of pupils.
- When transporting pupils using a school minibus or other large vehicle, the school/college will make sure that the vehicle is equipped with a clearly marked first aid box.
- Risk assessments will be completed by the class team and signed off by the EVC in school/college.

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

4.3 Notifying Parents

The class teacher will inform parents of any accident or injury sustained by a pupils, and any first aid treatment given, on the same day, as soon as reasonably practical.

4.4 Reporting to OFSTED and Child Protection agencies.

Schools with Early Years Foundation Stage provision Appointed Person will notify OFSTED of any serious accident, illness or injury to, or death of, a pupil while in the school's/college care. This will happen as soon as is reasonably practical and no later than 14 days after the incident.

The Headteacher will also notify the Chair of Trustees and the LA of any serious accident or injury to, or the death of a pupil while in the schools/college care.

4.5 Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified – this must be completed on the 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.
- A copy of the accident report will be added to the appropriate school/college based information management systems – ensuring it becomes part of pupils' educational record". This is ensured by logging the incident on Evolve, (this is also our First Aid Register). This process will be ensured by the accountable person.
- It will be the responsibility of the Appointed person to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny.
- It is the responsibility of the Headteacher to collate the information contained in the First Aid log and summarise this information into their safeguarding report for the Governing Body each term.
- All school staff are able to undertake 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.
- 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 the staff to retake the full first aid course before being reinstated as a first aider.

4.6 Reporting to the HSE

Any accident which results in reportable injury will be recorded as any other incident onto Evolve under the category of major - this process will then trigger the RIDDOR reporting process between the Responsible Person and relevant leaders on school/college site. The report will be filed in line with the Reportable Injury, Disease, or Dangerous Occurrence as defined in the RIDDOR 2013 legislation.

The incident will be reported to HSE as soon as is reasonably practicable and in any event within 15 days of the incident.

5.Roles and Responsibilities

Beyond this, in all settings – and dependent upon an assessment of first aid needs – the school must have a sufficient number of suitably trained first aiders to provide care if employees or pupils are injured in school. Each school will identify an Appointed Person who is responsible for overseeing the arrangements for first aid within the school.

5.1 Appointed Person(s) and first aiders

The school appointed persons are responsible for;

- Ensuring they have access to relevant individual medical information about pupils 'with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. In the context of the Trust schools this is essential as some pupils will require specific response – and immediate call to 999.
- 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 help is summoned when appropriate
- Ensuring accident reports are completed and information is effectively reported through appropriate Trust Information Management Systems.
- Ensuring communication with parents about the incident.

5.2 First Aiders are trained and qualified to carry out the role 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.
- Ensuring that an ambulance or other professional help is summoned when appropriate.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident.

The schools/college appointed first aiders are listed in Appendix 1 – and their names will also be displayed prominently around school/college.

5.3 School Nurse/Appointed Person

It is the policy of our schools/college that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School/college will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed person, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse/Appointed person if required and appropriate.

5.4 School/College Staff

School staff are responsible for;

- Ensuring they follow first aid procedures.
- Ensuring they know relevant individual medical information about pupils' with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. In the context of the Trust schools/college this is essential as some pupils will require specific response – and immediate call to 999.
- Ensuring they know who the first aiders and appointed person (s) are in school/college.
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

6. Monitoring Arrangements

- This policy will be monitored by the Responsible Person, Appointed person, the headteacher and The Trust Executive Team - and reviewed in accordance with any new guidance given.
- The Trustees will have the responsibility for ensuring this policy is formally evaluated every year.
- The headteacher will ensure that all staff are aware of the first aid policy and school/college based procedures. Additionally, the Headteacher of each school and Appointed person will monitor all staff within the school/college to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken periodically throughout the school/college by the Leadership.
- The Safeguarding Governor will additionally monitor the process undertaken during health, safety and well-being Governor Visits as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher or Operations Manager.
- Part of the monitoring procedure by the Headteacher and Appointed person will be to obtain information through periodic learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

Links with other policies

- Health & Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions

Appendix A: List of Appointed Persons for First Aid/Trained First Aiders

| Staff Members Name | Role | Contact Details |
|---|---|--|
| Harry Smith | Operations Manager Appointed Person Emergency First Aid at Work | 01604 878977 Harrysmith@thegatewayschool.co.uk |
| Damien Mills | Assistant Head First Aid at Work | 01604 878977 damienmills@thegatewayschool.co.uk |
| Laura Farrow | HLTA First Aid at Work | 01604 878977 laurafarrow@thegatewayschool.co.uk |
| Sue Jones | HLTA First Aid at Work | 01604 878977 susanjones@thegatewayschool.co.uk |
| Denise Watson | HLTA First Aid at Work | 01604878977 denisewatson@thegatewayschool.co.uk |
| All other child-facing staff have received emergency first aid training | | |