



First Aid Policy

Policy Reference	
Committee	C&S
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Policy Owner	DSL
Ratified by Governors	Andrew Brown
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MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2022.

This policy will be promoted and implemented throughout the Academy.

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PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed Medical Officer is Manever Khurshid and 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 students home to recover, where necessary
 - 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 Person(s) and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school

3.2 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 Principal and staff members. The governing body is accountable for monitoring that these actions are delivered appropriately and correctly.

3.3 The Principal

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

- Ensuring that an appropriate number of staff with first aid training 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
- Using first aid records to inform first aid needs in the school. Identifying the likely causes of accidents or injuries to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The need of students and visitors should be considered alongside the needs of employees when making assessments and when putting in place appropriate first aid provision
- 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 students
- Further details of what factors to consider when making needs assessment and appointing emergency cover for first aiders can be found in HSE's first aid guidance
- 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 Medical Officer is in school and who supports this if the Medical Officer is unavailable
- Completing accident reports for all incidents they attend to where the Medical Officer is not called
- Informing the Medical Officer, their manager or the Principal 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 Medical Officer, 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 Medical Officer will also decide whether the injured person should be moved or placed in a recovery position
- If the Medical Officer 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 first aider, a member of student services or the SLT will contact parents immediately
- The Medical Officer 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 students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 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 students
- Parents' contact details

When transporting students 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins

- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the staff member responsible prior to any educational visit that necessitates taking students off school premises and checked by SLT responsible for trips and visits.

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 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

1.1.3. No medication is kept in first aid kits.

1.1.4. First aid kits are stored in:

- The medical room
- Reception (by the window)
- Science Prep room
- Food tech rooms
- Design technology rooms
- PE office
- E block Year Leader office
- Minibus

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.

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. This should include:
 - Date, time and place of incident
 - Name of injured or ill person
 - Details of the injury or illness
 - Details of what first aid was given
 - What happened immediately after the incident (for example, went home, went back to class, went to hospital)
 - Name of first aider dealing with the incident
- A copy of the accident report form will also be added to the student's educational record.
- Completing accident reports for all incidents they attend to where the Medical Officer is not called.
- Records are held on Smartlog and 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.

6.2 Reporting to the HSE

The Medical Officer 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 Medical Officer 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. The HSE in school is the Business & Finance Manager.

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 Medical Officer 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

Students 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)

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

6.3 Notifying Parents

The Medical Officer will inform parents of any accident or injury by a students, and any first aid treatment given on the same day, or an soon as reasonably practicable.

6.4 Reporting to Ofsted and Child Protection Agencies

The Medical Officer will notify the Principal of any serious accident, illness or injury to, or death of, a student while in the school’s care. The Principal will inform Ofsted as soon as is reasonable practicable and no later than 14 days after the incident.

The Medical Officer will also notify the Designated Safeguarding Lead of any serious injury to, the death of, a student while in the school’s care. The DSL will inform the local child protection agencies.

7. Training

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 (see appendix 2.).

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.Mental Health

The school has a mental health lead. This is Gaynor Fulton-Willis. This role has strategic oversight of the whole school approach to mental health and wellbeing. They will support the school to make the best use of existing resources and effort to help improve the wellbeing and

mental health of students and staff. A number of staff are trained as Mental Health First Aiders and these staff are overseen by the Mental Health Lead.

9 Links with other policies

This first aid policy is linked to the:

Health and Safety policy

Supporting Students with Medical Conditions

Safe Working Practice, Staff and Students

10. Monitoring arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the Finance, Audit and Premises Committee.