

# First Aid Policy

## ISP School Battle



<b>Approved by:</b>	Local Governing Body	<b>Date:</b>	January 2021
<b>Last reviewed on:</b>	October 2021, September 2022, September 2023		
<b>Next review due by:</b>	September 2024		

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all adults, children and visitors
- Ensure that adults 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 (updated February 2022) 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 children

## 3. Roles and responsibilities

The Head Teacher will ensure that appropriate numbers of trained and qualified people are available to meet the needs of the group in and out of school. At ISP School, Battle, all adults receive training in First Aid as part of their initial basic training. Training is provided by a recognised provider. Those who have been trained are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. Other duties such as first

aid kit inspections may be actioned by the school administrator (Zena Maher) or Beverley Curtis (PEG).

As a responsible employer we have to demonstrate we have a sufficient number of suitably trained First Aiders to care for our adults in case they are injured at work. However, the minimum legal requirement is to have an 'appointed' person to take charge of first aid arrangements, provided our assessment of need has taken into account the nature of our adults work, the number of adults, and the layout/location of the school. The appointed person does not need to be a first aider.

Below sets out the expectations of appointed persons and first aiders as set out in the 181 first aid regulations and the DfE guidance listed in section 2.

### **3.1 Appointed person(s) and first aiders**

The school's appointed person(s) are:

Beverley Curtis  
Zena Maher

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 children home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using the child accident book.
- Keeping their contact details up to date

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

All adults have received annual first aid training.

### **3.2 The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head Teacher and all school adults.

### **3.3 The Head Teacher**

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

- Ensuring that an appropriate number of 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 adults 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 children
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Adults**

School adults are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Head teacher 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 adult 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 child 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 school administrator (Zena Maher) will contact parents immediately
- The first aider or relevant school adult will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury – this is on our Behaviour Watch database

- If in the event of a head injury, no matter how minor, parents/carers will be telephoned, a letter sent home with the child and also emailed to parents/carers

In the event of a child with a medical condition becoming unwell:

- The closest adult present will assess the child's needs and seek the assistance of a qualified first-aider
- The first aider will ascertain whether the child has taken their medication on the day as prescribed
- If the medication has not been taken the first aider should make contact with home directly and without delay
- If the first aider judges that the child is too unwell to remain in school, parents will be contacted and asked to collect their child
- If there is a need to call emergency services (e.g. if an epi-pen has been administered and the child's response has not improved), the school administrators will contact parents immediately
- The first aider will need to complete a report form as soon as is practicable

## **4.2 Off-site procedures**

When taking children off the school premises, adults will ensure they always have the following:

- A mobile phone
- A portable first aid kit – the following are based on the HSE's recommendation for a minimum travelling first aid kit:
  - A leaflet giving general advice on first aid
  - Individually wrapped sterile adhesive dressings
    - 1 large sterile un-medicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
  - Individually wrapped moist cleaning wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of children
- Parents' contact details – when transporting children using a minibus or other large vehicle, our school will ensure the vehicle is equipped with a clearly marked first aid box containing at a 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 20cm)
  - 2 sterile eye pads, with attachments
  - 12 assorted safety pins
  - 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Head Teacher or her DDSL or nominated person prior to any educational visit that necessitates taking children off school premises.

There will always be at least one first aider on school trips and visits where permissible.

## **5. First aid equipment**

The following is based on the HSE's recommendation for a minimum first aid kit  
A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 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 un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- 3 pairs of disposable gloves

We also add:

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Ligature Cutters

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Kitchen
- Vehicles

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

### **6.1 First aid and accident recording**

- 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 on the accident form in Behaviour Watch
- Records held on Behaviour Watch 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 Health and Safety Manager (Head Teacher) 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 Health and Safety 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 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>

The accident will also be notified on our Polaris Exchange under Incident/Accident reporting which is monitored and reviewed by the organisations Chief Executive Officer.

### **6.3 Notifying parents**

A member of the school team will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.



#### **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head Teacher will also notify East Sussex Children's Partnership (ESCP) of any serious accident or injury to, or the death of, a child while in the school's care.

#### **7. Training**

All school adults undertake First Aid training.

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).

Adults are required to renew their first aid training when it is no longer valid.

Adults will receive training about anaphylaxis and the administration of Epi-pens.

#### **8. COVID19 Update**

All adults remain mindful of protective factors whilst supporting a child who may have suspected COVID-19.

#### **9. Monitoring arrangements**

This policy will be reviewed by the local governing body every year.

At every review, the policy will be approved by the Head teacher and the local governing body.

#### **10. Links with other policies**

This first aid policy is linked to the

- Health and Safety policy
- Supporting Children with Medical Conditions policy

**Appendix 1: List of First Aiders**



## **Appendix 2: First Aid Training Log**

See Training Log: Q:\ISP SCHOOLS\Battle\41. Training

### Appendix 3: Head Injury Letter

Date:

Childs Name:

Dear Parent/Carer

Your child has sustained a head injury at school today at approximately .....am/pm and has been monitored since the accident. We have not identified anything that has caused concern up to the time of them leaving school.

**If any of these symptoms become present, particularly loss of consciousness, you should call an emergency ambulance on 999 or NHS Direct on 111.**

- Loss of consciousness (even for a short period of time)
- A fit (seizure)
- Problems with their vision or hearing
- A black eye without direct injury to the eye
- Clear fluid coming from their ears or nose
- Bleeding from their ears or bruising behind their ears
- Numbness or weakness in part of their body
- Problems with walking, balance, understanding, speaking or writing
- A head wound with something inside it or a dent in the head
- Nausea/vomited since the injury
- A headache that does not go away with pain killers
- A change in behaviour, like being more irritable or losing interest in things around them
- Been crying more than usual (especially with younger children)
- Problems with memory

Any additional comments:

If you have any queries please do not hesitate to contact us.

Best wishes

Adult Name:

Signed:

Date:

## Appendix 4 – First Aid Needs Assessment

ISP School, Battle  
 Glengorse  
 Glengorse Estate  
 Battle  
 East Sussex  
 TN33 0TX

Needs Assessment undertaken by:

Name: Caroline Belchem, Head Teacher

Signed: *Caroline Belchem*

Date: 01 09 2022

Reviewed: 01 09 2023

Review by: 01 09 2024

<b>Baseline Assessment</b>		
Do employees have easy access to suitably stocked and signed first aid boxes	<b>Yes</b>	
Has a person been appointed to take charge of first aid arrangements	<b>Yes</b>	
Are suitable worded notices displayed within the premises detailing how to contact a first aider and where the first aid kits are kept?	<b>Yes</b>	
How many adults are there? (allow for visitors)	<b>20</b>	
How many children over 8 are there?	<b>28</b>	
Total:	<b>48</b>	
How many children under 8 are there?	<b>0</b>	
<p><b>HSE Guidelines:</b>            If there are children under 8 there needs to be a paediatric first aider available at all times.            HSE guidelines for low risk:            &lt;25 at least one appointed person            26 – 50 at least one first aider trained in Emergency First Aid at Work            &gt;50 at least one first aider trained in First Aid at Work for every 100 employed (or part thereof)</p>		
Assuming that our school falls into the low risk category:	Required	In place
	One	18
How many appointed persons are required?		

	Required	In place
	One	18
How many EFAW first aiders required?	Required	In place
	One	
How many FAW first aiders required?	Required	In place
	None	None
How many paediatric first aiders required?	Required	In place
	None	One