



Rednock School

Quality, Partnership, Success

E-mail: admin@rednockschool.org.uk
www.rednockschool.org.uk

Proposed Policy:	First Aid in School	Responsibility Of:	Assistant Head: Mr Steve White
Date of Ratification:	November 2023	Date of Review:	November 2024

First Aid in School Policy

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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aid Team 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 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 First Aid Team is listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing body

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.

3.3 The headteacher

The headteacher oversees 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 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 students
- 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 first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher 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 student 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 will contact parents immediately
- 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

4.1.1 Student Accidents – Head Injuries

The Governing Body recognises that accidents involving the student's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a "Head Injury" letter (Appendix 2) will be sent home to the child's parents / carers;
- Template Head Injury letters are kept in the First Aid Room located on the Lower Ground Floor.

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
- Individual students' medication e.g. inhalers or epi-pens etc
- Information about the specific medical needs of students
- Parents' contact details
- Risk assessments will be completed by the Trip/Visit Team Leader prior to any educational visit that necessitates taking students off school premises.

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

4.3. Transport to Hospital

- The Head Teacher or Assistant Head Teacher responsible for this policy will, on advice from the First Aider, determine what is a reasonable and sensible action to take in each case;
- Where the injury is an emergency, an ambulance will be called following which the parents / carers will be called;
- When hospital treatment is required but it is not an emergency, then the First Aider will contact the parents for them to take over responsibility for the child;
- If parents / carers cannot be contacted then the Head Teacher may decide that the student be transported to hospital.

Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:-

- only staff cars insured to cover transport will be used;
- no individual member of staff should be alone with a student in a vehicle;
- the nominated second member of staff will be present to provide supervision for the injured student.

5. 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
- Ice pack
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The First Aid room - Room 133 - Lower Ground Floor, Block B
- The School Office - Room 260 - Ground Floor, Block B
- Headteacher's PA's Office - Room 358 - First Floor, Block B
- The school kitchens
- School vehicles

The school currently has four defibrillators, located in the following areas: front reception area, school canteen, sports hall and in the All-Weather Pitch changing rooms. First aid staff have attended a course on basic life support, automated external defibrillation and management of an unconscious patient.

6. Record-keeping and reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

6.1 First aid and accident record book

Students

- An accident form will be completed with as much detail as possible, by the First Aider at the time of, or as soon as possible after an incident resulting in an injury. This information is then entered onto the student's record on the school's MIS (SIMS) and stored electronically.

Staff

- 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.
- The accident form is given to Human Resources for review and logging. This form is put into their personnel file.

Retention of Records

Records held in the first aid and accident book will be retained by the school:

Students: Until the pupil is 25 years old and then securely disposed of.

Staff: Until the date of the incident plus 4 years and then securely disposed of.

6.2 Reporting to the HSE

The Assistant Head with responsibility for Health and Safety 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 Assistant Head with responsibility for Health and Safety 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](#)

For non-employees and students an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- it is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Head Teacher or Assistant Head Teacher responsible for this policy, considers an accident to a visitor or student is reportable under RIDDOR, the advice of the LA will be sought.

Where a student has an accident, it will be reported to the Safety Health & Environment Unit (SHE).

All accidents to non-employees (e.g. visitors) which result in injury, will be reported to the SHE.

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 1).

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

8. Monitoring arrangements

This policy will be reviewed by the Assistant Head in charge of Health and Safety annually.

At every review, the policy will be approved by the full governing board

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medical Needs Policy including Managing Medicines Policy

Appendix 1 - Personnel

First Aid at Work			
Employee Surname	Employee Forename	Team	Expiry Date
Hayward	Delina	Appointed First Aider	18th October 2024
Allen	Carole	6th Form Support	01 March 2025
Fletcher	Tracy	Community Support	8th Dec 2025
Harris	Gail	Community Support	9th October 2026
Mawer	Lydia	Administration Office	14th Dec 2024
Poulson	Ann	Community Support	21st July 2024
Price	Mandy	Community Support	9th October 2026
Traynor	Annie	Administration Office	26th April 2024
Trinder	Chelsea	Community Support	10th Nov 2024
Emergency First Aid at Work:			
Employee Surname	Employee Forename	Team	Expiry Date
Alexander	Kate	PE Department	19th May 2024
Barrett	Alex	PE Department	12th Sept 2024
Bird	Kim	PE Department	08 June 2025
Brooks	Deb	Science Department	08 June 2025
Browne	Sara	Science Department	07 June 2025
Carey	Matt	Site Team	08 June 2025
Clutterbuck	Andy	Site Team	07 June 2025
Cole	Ian	Business Department	07 June 2025
Curtis	Sharon	Drama Department	08 June 2025
Dennis	Anna	PE Department	07 June 2025
Egan	Rhianna	PE Department	15 March 2025
Gwilliam	Susannah	Science Department	07 June 2025
Kelly	Dave	PE Department	07 June 2025
Luke	Daniel	English Department	08 June 2025
McCarthy	Matt	Humanities Department	08 June 2025
Merchant	Lorraine	Music Department	08 June 2025
Middlecote	David	Site Team	08 June 2025
Mitchell	Lewis	Cover Supervisor	07 June 2025
Mould	Anika	Humanities Department	08 June 2025
Nelmes	Katie	DT Department	08 June 2025
Sims	Beth	Humanities Department	07 June 2025
Sykes	Alex	PE Department	08 June 2025
Young	Beau	Site Team	15th Dec 2025

Trained in the use of a Defibrillator:

Delina Hayward
Gail Harris
Donna Dummelow
Mandy Price
Susannah Gwilliam
Matt Carey
Lorraine Merchant
David Middlecote

Appendix 2

Head Injury Letter

Dear Parent / Carer

Student: _____

Your child has received a head injury today at approximately _____ am / pm. Your child was checked and treated and has been under supervision since.

Should your child display any of the following symptoms within the **next 24 hours** we would suggest that you seek immediate medical advice at your nearest A & E Department:

- Vomiting;
- Dilated pupils and / or blurred vision;
- Drowsiness – inability to stay awake;
- Slurred speech;
- Severe or worsening headache.

Treating a minor head injury

If you do not go to hospital, you can usually look after your child at home. It is normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks.

To help recovery

- Hold an ice pack to the injury regularly for short periods in the first few days to bring down any swelling
- Rest and avoid stress
- Take paracetamol or ibuprofen to relieve pain or a headache – do not use aspirin as it could cause the injury to bleed
- Make sure an adult stays with your child for at least the first 24 hours
- Do not play contact sports for at least 3 weeks.

Further details about head injury and concussion can be found on the following website:

<https://www.nhs.uk/conditions/minor-head-injury/>

Or **call 111** for further advice.

School Office
Rednock School