



FIRST AID POLICY

Rednock School
Where everyone matters



Date of Ratification:	January 2025
Date of Review:	January 2026
Responsibility of:	Business Manager

First Aid in School Policy

1. AIMS	2
2. LEGISLATION AND GUIDANCE.....	2
3. ROLES AND RESPONSIBILITIES	2
3.1 Appointed person(s) and first aiders	2
3.2 The governing body	3
3.3 The headteacher	3
3.4 Staff	3
4. IN-SCHOOL PROCEDURES	3
4.1. Student Accidents – Head Injuries	3
4.2 Off-site procedures	4
4.3. Transport to Hospital	4
4.4 Out of Hours Provision.....	4
In School.....	4
In Sports Facilities	5
5. FIRST AID EQUIPMENT	5
6. RECORD-KEEPING AND REPORTING.....	6
6.1 First aid and accident record book.....	6
Students	6
Staff	6
Retention of Records.....	6
6.2 Reporting to the HSE	6
7. TRAINING	7
8. MONITORING ARRANGEMENTS	7
9. LINKS WITH OTHER POLICIES.....	7
APPENDIX 1 – HEAD INJURY LETTER.....	8

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
- Filing 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

The names of our school's First Aid Team are 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. 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. 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 1) 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 School Business Manager 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.

4.4 Out of Hours Provision

In School

In the event that a person is taken ill or injured in school outside of normal school hours, e.g. Governor's meetings or school performances, there is always a trained first aider on site (usually a member of the Site team) who will follow this procedure.

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 emergency services are called, the First Aider will contact the person's emergency contact 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

In Sports Facilities

There are fully stocked first aid kits available in both the sports hall and the All Weather Pitch offices. In the event that a person is taken ill or injured at our sports facilities whilst they are attending a booking for a sports club, the club who hired our facilities will have a trained first aider on site who will also follow this procedure:

- 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 emergency services are called, the First Aider will contact the person's emergency contact immediately
- The First Aider or sports facilities attendant will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The accident form will be passed to the Data & Administrative Services Manager to be logged.

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

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 School Business Manager 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 School Business 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](#)

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 School Business Manager 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.

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 School Business Manager 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 – Head Injury Letter

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 stay 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/head-injury-and-concussion/>

Or call 111 for further advice.

School Office
Rednock School