



Langtree School Trustees

First Aid Policy

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company ("TLSATC") any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Head Teacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

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RECOMMENDED		STATUTORY	✓
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EXECUTIVE LEAD		School Business Manager	
COMMITTEE		Finance and General Purposes	
Signed: Chair of Trustees			

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting	5
Over-7-day incapacitation of a worker	6
7. Non-fatal accidents to people other than workers	7
8. Occupational diseases	7
8.1. Occupational cancers	7
9. Training	8
10. Links with other policies	8
11. Links to other information	8
Link 1: List of Trained First Aiders	8
Link 2: Accident Report Form	8
Link 3: Head Injury Advice Sheet	8

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 Trustees 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 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 1987, which set out rules on the retention of accident record
- The Education (Independent School Standards) Regulations 2014, 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 person is Mary Taylor-Lane. She is 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
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - o 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
 - o Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - o Sending students home to recover, where necessary
 - o Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
 - o Keeping their contact details up to date

The names of our school's first aiders are displayed prominently around the school.

3.2 The Trustees

The Board of Trustees 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 staff members.

3.4 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 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)

3.5 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 (see section 9) for all incidents they attend 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 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 the student should not 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, a member of the front office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises. There should always be at least one first aider on residential school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The front office
- Head Teacher's office
- PE office
- Science prep room
- All design and technology classrooms
- School vehicles

6. Record-keeping and reporting

6.1. First aid and accident record book

- The first aid and accident record book is kept in the front office.
- 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.
- Records held in the first aid and accident book 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 Head Teacher's PA 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 Head Teacher's PA 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.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - 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 body
 - 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

Over-7-day incapacitation of a worker

- 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 Head Teacher's PA will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident. Where the worker's injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days. Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for 'more than 7 consecutive days'.

7. Non-fatal accidents to people other than workers

Accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:

- they involve work activity
- they result in an injury
- the person is taken directly from the scene of the accident to hospital for treatment to that injury

Examinations and diagnostic tests, such as X-rays, do not count as 'treatment'. However, you must report treatment that involves the person having:

- a dressing applied
- stitches
- a plaster cast
- surgery

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

8. Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome (where the person's work involves regular use of hand-held percussive power tools involving repetitive blows, such as jackhammers, or vibrating power tools such as sanders, grinders or chainsaws)
- cramp of the hand or forearm (where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm)
- occupational dermatitis (where the person's work involves significant or regular exposure to a known skin sensitiser or irritant)
- hand-arm vibration syndrome (where the person's work involves regular use of percussive power tools, vibrating power tools, or holding materials which vibrate while being processed by powered machinery)
- occupational asthma (where the person's work involves significant or regular exposure to a known respiratory sensitiser)
- tendonitis or tenosynovitis of the hand or forearm (where the person's work is physically demanding and involves frequent, repetitive movements)

8.1. Occupational cancers

Cases of cancer must be reported where there is an established causal link between:

- the type of cancer diagnosed, and
- the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation

For example, the following diagnosed occupational cancers must be reported:

- mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
- cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust

Reports are only required when the person's work significantly increases the risk of developing the cancer. In some cases, the medical practitioner may indicate the significance of any occupational factors when making their diagnosis.

Cases of cancer are not reportable when they are not linked with work-related exposures to carcinogens or mutagens.

There is more information on [reportable carcinogens](#).

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

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

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting students with medical conditions

11. Links to other information

Link 1: List of Trained First Aiders

Available in the staff handbook via this link:

https://drive.google.com/drive/folders/1uSX_YQuM87w3ozN40_vL2LbkfGFqV-AH

Link 2: Accident Report Form

Available in Langtree School Google Templates file or via this link:

<https://drive.google.com/file/d/1He3AqoFYgqpvMKJiHDQZmtCrDZOpgHcl/view?usp=sharing>

Link 3: Head Injury Advice Sheet

Available in the Staff Health and Safety Folder via this link:

<https://drive.google.com/file/d/1f80AKknByfVAa3dq1x0y7ybGzgWo04Q7/view?usp=sharing>