



Status	Statutory	Date created	September 2021
Any other statutory names for this policy (where applicable)	Publication Scheme	Date last reviewed	November 2021
Responsibility for this policy (job title)	Bursar	Frequency of review	Every 3 years
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval necessary	Resources Committee		

### Aims

1. The aims of our first aid policy are to:
  - a. Ensure the health and safety of all staff, students and visitors
  - b. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
  - c. Provide a framework for responding to an incident and recording and reporting the outcomes

### Legislation and guidance

2. 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:
  - a. [The Social Security \(Claims and Payments\) Regulations 1979](#)
  - b. [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
  - c. [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
  - d. [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
  - e. [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
  - f. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

### Roles and responsibilities

3. The School will conform with the legal requirement to have an 'appointed person' to take charge of first aid arrangements, given our assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider, but the School will ensure there is a first aider on site at all times.

4. **During coronavirus** the School has updated its risk assessment with first aiders and appointed persons for their input and so is confident about providing the right assistance.
5. **Appointed person(s) and first aiders.** The school's appointed person is Matron and is to be trained to at least the HSE First Aid at Work qualification (3 day course) and managing medicines in Schools. Matron is responsible for:
  - a. Taking charge when someone is injured or becomes ill
  - b. Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
  - c. Ensuring that an ambulance or other professional medical help is summoned when appropriate
  - d. 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
  - e. Sending students home to recover, where necessary
  - f. 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)
6. The School will employ at least 4 other staff whose job description requires them to be trained to HSE First Aid at Work standard and have completed the Managing Medicines in School course to provide back up to and cover for Matron.
7. In addition, the School will encourage all staff to be trained to Emergency First Aid (1 day course) or equivalent to support immediate first aid response on the schools premises and on school trips and activities away from site.
8. Our school's first aiders names will be displayed prominently around the school.
9. Only first aiders who have also completed the Managing Medicines in School course are allowed to issue paracetamol to students.
10. **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 headteacher and staff members.
11. **Headteacher.** The headteacher is responsible for the implementation of this policy, including:
  - a. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
  - b. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
  - c. Ensuring all staff are aware of first aid procedures
  - d. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
  - e. Ensuring that adequate space is available for catering to the medical needs of students
  - f. Ensuring the reporting specified incidents to the HSE when necessary
12. **Staff.** School staff are responsible for:
  - a. Ensuring they follow first aid procedures.
  - b. Ensuring they know who the first aiders in school are.
  - c. Reporting all injuries and medical emergencies and completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called. Reports are given to matron for formal recording in the School's Accident Book.
  - d. Informing the headteacher or their manager of any specific health conditions or first aid needs.

## In-school First Aid Procedures

13. In the event of an accident resulting in injury, the closest member of staff present will:
  - a. assess the seriousness of the injury and commence first aid if necessary
  - b. seek the assistance of Matron, or if not available contact reception to obtain the support of a qualified first aider (note, if a the member of staff deems the incident to be life threatening they should call the emergency services if possible)
  - c. if the injury is to a student who can walk safely to Matron, send the student with a second student to Matron
14. On notification of an injury or medical incident, Matron, or if not available, the qualified first aider, will:
  - a. assess the injury and decide if further assistance is needed from a colleague or the emergency services
  - b. remain on scene until help arrives
  - c. decide whether the injured person should be moved or be kept on scene until other help arrives
  - d. judge whether a student is too unwell to remain in school, and if so contact parents to collect their child and meet the parent on arrival at school to recommend next steps. Note, in the event of multiple incidents, Reception should be used to contact parents and should be briefed on what to tell them.
15. If emergency services are called:
  - a. Matron/the First Aider must advise Reception of the incident details
  - b. Reception will contact a member of the Leadership Team so that they can manage the incident and support the first aider
  - c. Reception will normally contact the parents as advised by Matron or the Leadership Team
16. Matron, or if not available, the qualified first aider will complete an accident report form on the same day.
17. In all points above, if Matron or a first aider are not available, any member of staff can take the lead in the situation and inform the Leadership Team immediately if the injury/illness is serious.
18. ***During coronavirus*** First Aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

## Off-site First Aid Procedures

19. The School's trip procedures document details requirements for staff to do risk assessments for First Aid needs, including taking a first aid kit, parent contact details and mobile phones. The School will endeavour to have a qualified first aider on school trips and visits and as a school move towards making it mandatory in the near future.
20. In the event of an accident requiring first aid, the accompanying member of staff will:
  - a. assess the injury and decide if further assistance is needed from a colleague, their Leadership trip contactor or the emergency services
  - b. remain on scene until help arrives
  - c. decide whether the injured person should be moved or be kept on scene until other help arrives

- d. judge whether a student is too unwell to remain on the trip, and if so contact parents to collect their child and meet the parent on arrival at school to recommend next steps
  - e. consider the welfare needs of the other students on the trip who may be affected by the incident
  - f. Report all injuries, however trivial, to Matron on return to School
21. ***During coronavirus*** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

### **First aid equipment**

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

- a. A leaflet with general first aid advice
- b. Regular and large bandages
- c. Eye pad bandages
- d. Triangular bandages
- e. Adhesive tape
- f. Safety pins
- g. Disposable gloves
- h. Antiseptic wipes
- i. Plasters of assorted sizes
- j. Scissors
- k. Cold compresses
- l. Burns dressings
- m. No medication is kept in first aid kits.

23. First aid kits are stored in:

- a. The Harding Hall
- b. The Drama Studio
- c. The medical room
- d. Reception (at the desk)
- e. The school hall
- f. All science labs
- g. All design and technology classrooms
- h. The school kitchens
- i. The Sixth Form Common Room

24. First aid kits will be checked on an annual basis by Matron to ensure items are in date.

### **Record-keeping and reporting**

25. Incident and accident recording requirements are in the School's Health and Safety Policy book. Staff should refer all injuries to Matron for recording as necessary. For accidents away from school the reporting member of staff should complete a written report and give it to Matron on their return to school. For all incidents, staff should ensure they provide Matron with as much detail as possible.
26. A copy of the accident details will also be added to the student's educational record (in SIMS) by the Matron.
27. Records held in the 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.
28. The Health and safety coordinator is responsible for taking any reporting action to the Health and Safety Executive as required by legislation and maintaining appropriate records.

29. **Notifying parents.** Matron will inform parents of any significant accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Matron will maintain standard reporting scripts for the following injuries:
  - a. Head injury.
30. **Reporting to Ofsted and child protection agencies.** The Headteacher will notify Ofsted and Buckinghamshire Council of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Training**

31. All school staff are able to undertake first aid training if they would like to. Staff in high risk areas: Science labs, Technology rooms, PE/Games or work with SEN students will be encouraged to take a formal qualification.
32. 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.
33. Staff are encouraged to renew their first aid training when it is no longer valid.
34. ***During coronavirus:*** if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates might be extended in accordance with HSE/Government advice. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

### **Links with other policies**

35. This first aid policy is linked to the:
  - a. Health and safety policy
  - b. Policy on supporting students with medical conditions
  - c. Trips Procedures Manual