



Prudhoe Community High School	
Name of Guidelines	First Aid Guidelines
Named Person	Cherry Collings



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Registered in England and Wales
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The purpose of these guidelines is to ensure the health and safety of all staff, pupils 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.

1 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 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 pupils. This policy complies with our funding agreement and articles of association.

2 Roles and responsibilities

2.1 Appointed person(s) and first aiders Our school's first aiders will be displayed prominently around the school. Designated first aiders are:

Kirsty Blacklock

Conor Browne

Simon Burgess

Heidi Grange

First aiders are trained and qualified to carry out the role (see section 6) and are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- 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
- Taking charge when someone is injured or becomes ill
- Contacting parents/carers if the pupils needs to be sent home
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Recording all first aid administered on the student's school record in BROMCOM.
- Filling in an accident report form for any injury to a member of staff, or a student for which school is responsible. These should be reported on the same day, or as soon as is reasonably practicable, after an incident.

It is emphasised that the qualified First Aiders are **NOT** trained doctors or nurses.

2.2 The Local Governing Body. The LGB 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.

2.3 The Headteacher The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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 (delegated to the Office Manager)
- 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 5)

2.4 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

3. First aid procedures

3.1 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.
- If an ambulance is required the first aider will request the second opinion of another first aider where possible. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position
- If the first aider judges that a pupil 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 or a visit to hospital.

3.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the trip organiser and approved through the Evolve system, prior to any educational visit that necessitates taking pupils off school premises.

4. First aid equipment

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

- Regular and large dressings
- Eye pads
- Triangular bandages
- Adhesive tape

- Disposable gloves
- Antiseptic wipes
- Adhesive dressings in assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits. First aid kits are stored in: The medical room, each designated first aider has their own as well as the PE Department.

A Defibrillator is also located on the school site on the external wall of the 3G changing rooms, all designated first aiders are trained to use this device. The unit is maintained by the site team in line with the recommended guidance and is checked for faults and damage weekly.

5. Record-keeping and reporting

5.1 First aid and accident recording All first aid administered will be recorded on the student's school record in BROMCOM by the first aider.

5.2 Reporting to the HSE 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 in the accident form at Appendix 1

The Facilities 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 Facilities 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:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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, HSE

<http://www.hse.gov.uk/riddor/report.htm>

6. Training

All designated first aiders must have completed an accredited first aid (18 hours/3 day) 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. The staff member should contact the Office Manager 2 months before the end of the certificate expiration if they have not already been contacted by the Office Manager.

7. Monitoring arrangements

This policy will be reviewed by the Office Manager bi annually. At every review, the policy will be approved by the Headteacher & LGB.

8. Links with other policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Supporting student with medical conditions (Diabetes, Anaphylaxis, Asthma & Epilepsy)

APPENDIX 1



Accident, Near Miss and Violent Incident Logging System

(Formerly ANVIL)

Used for all of the above plus any instances where First Aid is administered

This form should be used for logging of First Aid incidents from January 2020

Your Details			
Name of person completing the form:		Position/Job Title:	
About the incident/accident			
Date of incident:		Time of incident:	
Date reported:		Person incident was reported to:	
Describe the circumstances of the incident:			
Were any vehicles, equipment or tools involved?		What activity was being undertaken at the time of the incident?	
Where did the incident occur?		Did the incident occur during a lesson?	
Witness Details			
Name:		Department:	
About the person(s) involved			
First Name:		Last Name:	
Tutor Group:		Staff/student or visitor:	
Details			
Was an injury sustained?		Was first aid administered?	
Precise nature of injury:			
Details of first aid given:			

When complete please share with **Sarah Davies**

Completed forms should be shared with Sarah Davies