



**Queen Katharine**  
Academy



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**TDET**  
Thomas Deacon Education Trust

<b>Policy:</b>	<b>First Aid Policy</b>
<b>Owner:</b>	Nichola Dunbar
<b>Approving Board:</b>	TDET
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<b>Version:</b>	1

# 1. Aims

The aims of our first aid policy are 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

# 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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

# 3. Roles and responsibilities

## 3.1 Appointed person(s) and first aiders

The school's appointed person is Denise Heard, School Welfare Officer. They 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 pupils home to recover, where necessary
- 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)
- Keeping their contact details up to date

Our school's appointed person and other first aiders are listed in Appendix 1. Their names will also be displayed prominently in Reception and the Progress Team offices.

### **3.2 The Academy Committee**

The Academy Committee 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 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 pupils
- 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 appointed person and first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where the appointed person / first aiders 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 the 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 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 School Welfare Officer will contact parents immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

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

- A mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the member of staff leading the trip prior to any educational visit that necessitates taking pupils off school premises.

## **5. First aid equipment**

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads

- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Progress Team Offices
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record keeping

- An accident form will be completed by the relevant member of staff 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 electronic accident form at appendix 3
- A copy of the accident report form will also be added to the pupil's educational record by School Welfare Officer
- 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 School Welfare Officer 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 Welfare Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences** These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- 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 School Welfare Officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences** These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

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

## 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).
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## 8. Monitoring arrangements

- This policy will be reviewed by the DSL & Student Welfare Officer annually.
- At every review, the policy will be approved by the Headteacher and Academy Committee

## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions



Appendix 1

**List of First Aiders**

FIRST AID TRAINED STAFF

Katie Nicholls

Caroline Pearce

Sergio Lima

Louise McKimmie

Melissa Stapleton

Kayleigh Yould

Matthew Jago

Martina Daniel

Sarah Nichols

Taran Stapleton

Lisa Chapman

Shakeel Walker

Sarah Tucker

Ellen Stimpson

Andrea Townsend

Jacqueline Price

Gurnam Kaur

Maggie Jones

Elisia Stanberry

Denise Heard





## Appendix 2

### MEDICAL INCIDENTS

#### **IN THE EVENT OF A MEDICAL INCIDENT**

1. **Stay Calm**
2. **Call for help** - call the Medical Room (3905) or Reception (3500) who will contact a first aider via phone or radio.
3. **Reassure your casualty** that help is on the way and remain with them.
4. **Keep talking to them**, taking note of any changes in their condition e.g. alert, confused, unconscious. Try to ascertain exactly what happened.
5. **DO NOT PANIC** even if you are not trained in first aid you can provide positive help.

#### **IF AN AMBULANCE IS REQUIRED**

1. **Dial 999. Stay calm** and be guided by the Ambulance Operator. ( 9 out of 10 times an ambulance isn't required)
2. If an Ambulance is being sent, inform reception and have someone waiting to meet the Ambulance Crew and escort them to the casualty.
3. Get the SSO or another member of staff to phone home and try to get the parent(s) to come to school.
4. Ambulance crew will take a while to assess the situation and will let you know if the casualty will be going to hospital - this normally gives parents enough time to arrive at school.
5. If parent(s) cannot be contacted or cannot make it to school before the casualty is taken to hospital, a member of staff should accompany the casualty until parent(s) arrive.
6. Once parent(s) arrive at the hospital, the member of staff can make their way back to school. Call school reception for transport arrangements.

## Appendix 3

<https://forms.office.com/e/giN4f45TFS>



# Incident Reporting and Investigation Form

Statutory Requirement Under:  
Social Security (Claims and Payments) Regulations 1979 and Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).



Hi, Jo. When you submit this form, the owner will see your name and email address.

\* Required

1. Name of person submitting the incident report. \*



2. Email address of person submitting the incident report. \*

*Please ensure that your email address is correct so that you are able to receive a notification of submission.*

Enter your answer

3. Select Incident Type. \*

- Accident
- Near Miss
- Behaviour Issues, Acts of Violence, Aggression, Physical Assault, Verbal Abuse
- Health Issues, i.e. illness

4. Select date of incident from calendar. \*

Please input date (dd/MM/yyyy)





5. Enter time of incident in hh:mm format (24hr clock). \*

Enter your answer

6. Enter forename of the person involved/injured. \*

Enter your answer

7. Enter surname of the person involved/injured. \*

Enter your answer

8. Enter residential address of the person involved/injured. \*

Enter your answer



9. Select most appropriate category of person involved/injured from the dropdown box. \*

10. Select the appropriate 'group' from the dropdown box. \*

11. Select institution responsible for the person involved/injured from the dropdown box. \*

12. Select on-site or off-site incident. \*

On-site incident

Off-site incident

13. Enter name of Line Manager/Tutor responsible for the person involved/injured. \* 

14. Enter a brief description of the incident, and if applicable, the injury or ill-health. \*

*Note: Brief description should include any significant event(s) leading up to the incident.*



15. If applicable, enter a brief description of any injuries sustained or ill-health. \*

*Note: If there were no injuries or ill-health, enter 'None' below.*

Enter your answer

16. If applicable, enter a brief description of any treatment and/or advice given. \*

*Note: If there was no treatment and/or advice given, enter 'None' below.*

Enter your answer

17. If applicable, select the most appropriate type of accident from the dropdown box. \*



*Note: Select 'Not applicable' from the dropdown options if the incident type was not an accident.*

Select your answer







18. If applicable, select the most appropriate type of injury sustained from the dropdown box. \*

*Note: Select 'Not applicable' from the dropdown options if the incident type was not an accident.*

19. If applicable, select the body part affected from the dropdown box. \*

*Note: Select 'Not applicable' from the dropdown options if the incident type was not an accident.*

20. Enter the names and contact details of any witnesses to the incident. \*

*Note: Enter 'None' if there were no witnesses to the incident.*

21. If applicable, was the injured person advised to seek further medical advice. \*

- Yes
- No
- Not applicable


22. If applicable, was the injured person taken to or sent to Accident and Emergency (A&E). \*

- 
- Taken
- Sent
- Not applicable



23. If applicable, was an ambulance called. \*

- Yes
- No
- Not applicable

24. If applicable, was the injured persons next of kin, parents, legal guardian or carer contacted. \* 

- Next of kin
- Parents
- Legal guardian
- Carer
- None
- Not applicable