
Title of Policy/Procedure First Aid Policy

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To be read in conjunction with the following policies: Health and Safety Policy
Premises Management Policy
Off Site Visits and Activities Policy
Infection Control Policy (in progress)
Medicines Policy (in progress)
Wellbeing and Mental Health Policy

Consultation Process Headteachers
Director of Finance & Operations
Estates Manager

Policy Date: June 2024

Review Date: June 2026

This policy has been ratified by (please delete as appropriate):

- Risk, Audit, Health and Safety and Premises Committee

1 Introduction

This Policy applies to every school within The Blue Kite Academy Trust. 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 accident or incident and recording and reporting the outcomes

2 Legislation & Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, [advice from the Department for Education on first aid 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

3 Roles and Responsibilities

Each setting is required to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. Provision should be enough that first aid can be administered without delay and be available at all times. Factors to be considered include:

- the education provision you give, nursery, early years, KS1/2
- workplace hazards and risks
- the number of staff on site
- the work patterns of your staff
- holiday and other absences of those who will be first-aiders and appointed persons,
- the distribution of staff, for instance across multiple buildings
- the needs for off site activities, such as school trips
- your organisation's history of accidents

The first aid needs assessment should be reviewed regularly or in the case of a change in staff or premises.

In an educational setting the needs assessment will identify the need for designated first aiders. Each school should also have an appointed person, this can be one of the designated first aiders but an appointed person requires no formal training. Further information on how to undertake a first aid needs assessment can be found on [gov.uk: Guidance on First Aid in Schools](https://www.gov.uk/guidance/first-aid-in-schools) or on the Health & Safety Executive (HSE) website

Appointed Person(s) and First Aiders

Definitions

Designated First Aider: Someone who is qualified to give first aid in the event of an injury or illness

Appointed Person (s): Nominated to take charge of first aid arrangements such as looking after first aid equipment, monitoring and ordering supplies for first aid kits and calling for an ambulance in an emergency

First aiders are trained and qualified to carry out the role in accordance with the Health & Safety (First-Aid) Regulations 1981 and Guidance on First Aid for Schools. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Acting as first responders to any accident or incident; 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
- Fully completing an accident report form immediately after, or as soon as is reasonably practical, following an accident or incident.

The appointed person (s) are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (this may be the responsibility of the school office staff).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Liaising with parents/carers where appropriate
- The school office will be responsible for keeping contact details up to date

Names of appointed person and/or trained first aiders are listed and displayed prominently around the school.

Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters including first aid but delegates operational and day-to-day responsibility to the Headteacher of each school.

Local Governing Body

Ensure that the First Aid Policy is being adhered to through a Health and Safety LGB agenda item and/or the Headteachers report as well as regular monitoring by the Health and Safety Link Governor.

The Headteacher

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

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- Monitoring and review of the first aid needs assessment
- 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 for all pupils, including those pupils who have specific needs or require access to medication or controlled drugs, as set out in individual care plans and Medicines Policy.
- 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 accidents or incidents to the Trust CEO or Director of Finance & Operations when reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Fully completing accident reports for all accidents they attend to whether a first aider is required or not
- Informing the Headteacher or line manager of any specific health conditions or first aid needs

4 Medical Emergencies - First Aid Procedures

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 pupil is too unwell to remain in school, the parent/carer 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 appointed person will contact parents immediately
- The relevant member of staff, giving treatment or assessing injury, will complete an accident report form immediately after the event, or as soon as is reasonably practical after an accident or incident resulting in an injury

In the event of a pupil becoming unwell:

- the pupil is taken to the school office and placed in a quiet area, but where they can be closely and consistently monitored. The child's parent/carer will be contacted and asked to collect the child if necessary. In extreme situations an ambulance may be called.

Please see Appendix 1 for Coronavirus (COVID-19) specific procedures. Please also see The Blue Kite Academy Trust's Infection Control Policy. In progress.

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 (See contents list below)
- Information about the specific medical needs of pupils and any required medication.
- Access to parent/carer contact details

Risk assessments will be completed by the Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. More information can be found from [The Outdoor Education Advisers' Panel](#)

Procedures for managing medication or controlled drugs for a specific pupil must be followed and should be included in the pupil's individual care plan. The specific medication or controlled drug must remain with the adult responsible for the child at all times.

For Early Years pupils, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Where a school trip and/or visit does not involve Early Years Foundation Stage children, there will always be at least one first aider.

In any medical emergency, the parent/carer will be contacted as soon as practicable. If the parent/carer cannot be contacted, attempts will be made to contact other emergency contacts provided for the child. Parents must provide **at least 1** emergency contact for their child with a strong recommendation for 2 or 3 in contact priority order.

5 First Aid Equipment

All staff must know where the first aid kits are stored around the school. First aid kits will be kept in areas around the school as agreed by the Head Teacher.

A full first aid kit will be kept in the Office/medical room.

Personal protective equipment (PPE) is available if there is a risk of contamination with blood or bodily fluids.

In the event of an outbreak of an infectious illness, such as coronavirus (COVID-19), PPE should be worn by staff caring for a child if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Please see the Trust's Infection Control Policy (in progress) for further information and current government guidance for further details.

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6 Infection Prevention & Control

The Trust's Infection Control Policy (in progress) provides guidance to prevent and manage infections in our academies. We follow national guidance published by Public Health England (PHE) when responding to infection control issues and encourage staff and pupils to routinely follow good hygiene practice.

During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put in to practice to minimise the spread of the infection and ensure our academies are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the COSHH. Enhanced cleaning will be undertaken where required. If the clothing of the first-aider or a child becomes contaminated with blood or bodily fluids, the clothing is to be removed as soon as possible and placed in a plastic bag. The child's clothing is sent home with the child.

7 Record-keeping & Reporting

First Aid and Accident Record Book

- An accident form will be fully completed by the relevant member of staff immediately after an accident that results in an injury, or as soon as reasonably practical.
- The record should be readily accessible, and details recorded should include the date, time and place of accident or incident, name of the ill or injured person, details of the injury or illness, details of what first aid was given, what happened immediately after (e.g. .went home, went back to class, went to hospital).
- 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 period of no less than 3 years after the last entry to that book has been made, and then securely disposed of

Reporting to the Health & Safety Executive (HSE)

Most accidents or incidents that happen in schools or on school trips do not need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Only in limited circumstances will an incident need reporting to the Health and Safety Executive (HSE) under RIDDOR and only if the accident or dangerous occurrence arises out of or in connection with a work activity.

All incidents reportable under RIDDOR must be recorded by the designated person and reported to the Trust's Health & Safety Lead immediately to seek further advice.

The Trust's Director of Finance & Operations is responsible for reporting these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

The information below sets out guidance for:

- Injuries and ill health involving employees
- Injuries involving pupils and other people not at work
- Dangerous Occurrences

Accidents or incidents involving contractors working on school premises are normally reportable by their employer. Contractors include building contractors and any maintenance, cleaning and catering staff who are not directly employed by the school.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Injuries and ill health to people at work:

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Specified injuries are defined as:

- 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 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
- 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)

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a staff member sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Occupational Diseases

Some occupational diseases including carpal tunnel syndrome are reportable under RIDDOR if confirmed in writing by a doctor. Please see the link at the end of this section for more information.

Section 2: Incidents to pupils and other people who are not at work:

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **AND** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

The responsible person for the school should assess whether or not the injury to the person is connected to a work activity.

The HSE give some guidance on this as follows

- 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).

Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- 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.

Playground Accidents

Most playground accidents due to collisions, slips, trips and falls are **not** normally reportable.

Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with **a work activity**. This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

For further information on RIDDOR please see <https://www.hse.gov.uk/pubns/edis1.pdf>

Notifying Parents/Carers

The designated member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Where a pupil sustains a minor head injury (head bump) and remains asymptomatic and well, the same applies. The adults who are with the pupil for the remainder of the day must continue to observe the child and report any changes or developing symptoms to a First Aider immediately. Parents should also be informed at this stage.

Reporting to the Trust Central Team

The Headteacher will notify the Trust CEO or Director of Finance & Operations of any serious accident, illness or injury to, or death of, a staff member, visitor or pupil while in a school's care. This will happen as soon as is reasonably practicable after the accident or incident.

8 Training

School staff will be invited to undertake first aid training relative to their role and the first aid provision needs of the school.

First aiders are trained and qualified to carry out the role in accordance with the Health & Safety (First-Aid) Regulations 1981 and Guidance on First Aid for Schools.

At all times whilst Early Years pupils are on site, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

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 due for renewal.

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

9 Insurance

Where first aid provision is intended to cover both employees and non-employees, employers are required to check they have adequate insurance. The [Risk Protection Arrangement \(RPA\)](#) covers all the activities of first aiders employed by the Trust.