



Downham Market Academy

First Aid Policy

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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
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR)

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) 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 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.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed Senior Leader with oversight of first aid provision is Matt Rogers (Assistant Headteacher). They are responsible for:

- Strategic oversight of first aid provision in school
- Line management of the School First Aider, Helen James
- Evaluation of first aid provision through analysis of incident records stored on the Evolve First Aid platform

First aiders 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 including at least termly auditing of each first aid kit in use
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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 Evolve on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Reviewing Individual Health Care Plans annually and ensuring that these are proactively shared with staff

Our school's first aiders are displayed in key locations around the school site and online within the Staff Handbook. This is kept up to date if any additional staff complete the training.

3.2 The 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.

3.3 The headteacher

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

- Ensuring that an appropriate number of first aiders 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)
- Ensuring that the policy and information on the School's arrangements for first aid are made available to parents

3.4 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 witness so a complete record can be maintained

- 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
- Single use disposable gloves will be worn when treatment involves blood or other body fluids
- All dressings and equipment will be disposed of in dedicated waste bins
- 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the first aider will contact parents/carers 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. This will include: the date and time; method of reporting; place of the event (exact location); personal details of those involved; brief description of the nature of the event or disease

The following process will be followed for all incidents requiring first aid:

To ensure that students and staff receive appropriate care when needed, it is important that the following steps are followed at all times:

- If you are not a trained first aider and require first aid support for a student or member of staff that is not urgent, please ask them to go to the First Aid room in the A block. Email firstaid@dma.tela.org.uk with details of name and need.
- If you are a trained first aider and administer any first aid, you must either add details to Evolve as a record of an incident or first aid administered or email firstaid@dma.tela.org.uk as soon as possible and at the latest by 3pm on the same day with all details of name, need and first aid administered so that details can be transferred to our recording system that then alerts the next of kin details of what has happened.
- For urgent assistance, please call the First Aid mobile number: 07597 055278 and clearly state the name and condition of the person requiring first aid and exactly where they are. This will enable the first aider to check relevant profile details and bring what is needed quickly and efficiently

In the event of a serious injury or condition, it is important that the casualty is the priority and that the first aider is able to take control of the situation to ensure appropriate care and action is taken. Therefore, the first aider will issue instructions to other staff in the vicinity:

- To clear the area immediate area to maintain a calm environment and dignity of the casualty – this includes staff and students
- To call for medical assistance if required
- To call for first aid assistant if required
- To alert the Headteacher or Deputy Headteacher (in the Headteacher's absence) of the situation

The Headteacher or Deputy Headteacher will then:

- Consider any need to re-room or re-staff lessons and alert relevant colleagues
- Collate relevant information and arrange contact with the next of kin or parents as appropriate

After any serious injury or condition, the first aider will provide the first aid incident record to the Headteacher who will then consider if appropriate action was taken and if any lessons can be learned that may include:

- Updating existing risk assessments

- > Creating new risk assessments
- > Staff training
- > Review of practise
- > Site maintenance

4.2 Off-site procedures

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

- > Written confirmation from the school first aider and appointed person that all first aid needs have been considered and appropriate measures and/or risk assessments are in place to support students and staff
- > A school mobile phone
- > A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - Individually wrapped sterile adhesive dressings
 - Large sterile unmedicated dressing
 - Triangular bandages – individually wrapped and preferably sterile
 - Safety pins
 - Individually wrapped moist cleansing wipes
 - Disposable gloves
- > Information about the specific medical needs of pupils
- > Parents/carers' 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:

- > Antiseptic wipes, foil packed
- > Conforming disposable bandage (not less than 7.5cm wide)
- > Triangular bandages
- > Packet of assorted adhesive dressings
- > Large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- > Sterile eye pads, with attachments
- > Assorted safety pins
- > Rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader, in conjunction with the Educational Visits Coordinator and first aider prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits. The total number will be determined by the nature of the trip with consideration given to the number of students attending; the location; the activities being undertaken; specific students attending.

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
- All science labs and prep rooms
- All design and technology classrooms and prep rooms
- All art classrooms and prep rooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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 first aider will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed person 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. The Appointed Person must complete incident report form on-line available at www.reportincident.co.uk/cambridgeshire

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 appointed person will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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 where 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](#)

The following accidents must be reported as soon as practical to the Director of Estates

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days.
- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity i.e. if it relates to:
 - Any school activity, both on or off the premises
 - The way the school activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

6.3 Notifying parents/carers

When the first aider completes an incident log, a summary of the incident or injury along with first aid administered will be automatically emailed to the parents/carers listed as primary contacts. If a student suffers a head injury or if the emergency services are called, parents/carers will be informed by telephone.

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.

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.

All first aiders and the appointed senior leader will complete training modules annually on the following:

- Anaphylaxis Awareness Level 2 (VTQ)
- CPR Awareness
- Diabetes Awareness (VTQ)
- Epilepsy Awareness

To improve staff understanding of common and potentially serious conditions (Anaphylaxis, Diabetes, Asthma and Epilepsy), there will be regular briefings for all staff on key information including:

- What the medical condition is
- Who to contact and how to contact
- Key information to share
- Who is affected (this should be shared securely. Parents/carers will have already consented to share medical information at school. Staff with any of the above conditions will also need to consent to share their information)

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Director of Estates.

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