



The
Westminster
School



First Aid Policy 2020/2021

Safe Happy and Learning Together

*Building foundations and providing
opportunities to create confident,
aspirational and independent members
of our community.*

Approved by Governing Body on: 15 December 2020

Signed by Chair of Governors:

Head Teacher:

O M Flowers

Lead Personnel:

A Gibson/M Harewood

Date of Review:

15 December 2021

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 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

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is Marie Harewood. They are responsible for:

- Taking charge when someone is injured or becomes ill, if another first aider is unavailable
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that first aiders are suitably trained

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
- Advising SLT on the need to send 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
- Keeping their contact details up to date

- Ensuring that an ambulance or other professional medical help is summoned when appropriate

A list of our school's first aiders will also be displayed prominently around the school. All First Aiders can be visually identified by the green First Aid lanyard which they wear in school.

3.2 The local authority and governing board

Sandwell MBC has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the head teacher and staff members.

3.3 The head teacher

The head teacher 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 first aiders in school are
- Completing accident reports for all incidents which they are involved in (Appendix 2)
- Informing the Head Teacher of any personal 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 scene until help arrives
- The first aider will assess and administer the required treatment for the injury. If the injury is severe then treatment will reflect this eg recovery position.

- If the first aider judges that a pupil is too unwell to remain in school then they will discuss this with a member of SLT and if agreed, 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, a member of SLT will contact parents immediately
- All calls to the emergency services are to be logged in the Emergency Services Call Log in the Medical Room
- The first aider will complete an accident report form and any further paperwork 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 school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils including MAR sheets, individual health files and medication if required.
- Parents' /carers' contact details

Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

5. First aid equipment

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

- A leaflet with general first aid advice
- Sterile water pads
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Alcohol free wipes
- Plasters of assorted sizes/fabric
- Cold compresses
- Burns dressings

First aid kits in specialist areas may contain:

- Fire blankets
- Foil blankets
- Burns kit
- Scissors
- Eye wash

All rescue medications are signed for and carried by a designated first aiders both on and off site.

First aid kits are stored in:

- The Medical Rooms
- Reception
- The Science lab
- DT classroom
- Food Technology

6. Record-keeping and reporting

6.1a) First aid and accident record book - Pupils

- A first aid slip (Appendix 1) will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.
- Accident report forms (Appendix 2) must be completed for accidents where health and safety has a role to play - eg where a pupil trips over a loose carpet tile etc. Accidents such as grazed knees from tripping over laces, torn clothing etc do not need to be reported.
- The master copy of the first aid slip will also be added to the A4 Lever Arch file kept in the Medical Room by the First Aider. A carbon copy will be sent home to parents and carers.
- 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.

6.1b) First Aid and Accident Reporting - Staff

- A first aid slip in the green First Aid books (Appendix 3) and an accident form (Appendix 2).
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- The slip must be given to Angela Gibson, and this is kept on the individual's personnel file.
- Any refusal of first aid by staff will be documented on the Decline on First Aid Form in Appendix 4.

6.1c) First Aid and Accident Report - Visitors

- A first aid slip in the green First Aid books (Appendix 3) and an accident form (Appendix 2).
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- The slip must be given to Angela Gibson, and this is kept on file.
- Any refusal of first aid by visitors will be documented on the Decline of First Aid Form in Appendix 4.

6.2 Reporting

- a) All pupil accidents must be reported to SLT and entered in the Accident Log kept in the Medical Room.

- b) All staff accidents must be reported to the School Business Managers and the details recorded on the form in Appendix 2.
- c) If an investigation is required, the School Business Manager will complete the accident investigation form. See Appendix 5
- d) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the Chair of Governors. The Health and Safety Form SHW012 should be completed and forwarded to the Health and Safety Team at Sandwell MBC. A copy is retained at the school with the School Business Manager. Any injuries to staff are reported on the SHW012 form.
- e) Incidents where pupils have injured staff should be recorded on the form in Appendix 2.
- f) Dangerous occurrences must also be reported immediately on the form in Appendix 2. Accident Forms must be completed and sent to the LA.
- g) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

6.3 Reporting to the HSE

The School Business Managers 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 Business Managers 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:
 - 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)
- 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 is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

6.4 Notifying parents

The First Aider will inform parents of any minor accident or minor injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. A member of SLT will call parents immediately if there are any serious injuries.

7. Training

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.

Staff must renew their first aid training when it is no longer valid in order to be able to carry out first aid duties.

Refresher training will be delivered regularly by the in-house first aid Trainers and Team Leaders.

All first aiders will be given training on TWS procedures and protocols in regards to first aid.

First aiders who carry rescue medications will be required to undertake Administration of Medication training annually.

8. Procedures for First Aid During the COVID-19 Pandemic

Administering First Aid

First Aiders should:

- Where possible, administer first aid in a medical room to mitigate and minimize the spread of infection.
- Wash their hands before and after administering first aid
- Wear appropriate PPE before administering first aid.
- Dispose of any waste in a lidded bin.
- Ensure frequently touched surfaces and equipment have been wiped down with antibacterial wipes or spray before and after use.
- Wherever possible, maintain a two metre distance from the person they are treating and anyone in the immediate area.

Administering Medication to Pupils

First Aiders should:

- Follow the procedures set out in the Supporting Pupils with Medical Conditions Policy.
- Wear appropriate PPE before administering medication.
- Wherever possible, maintain a two metre distance from the person they are administering medication to.

When handling and storing medication, First Aiders should:

- Wash hands or use hand sanitizer before and after handling medication.
- Clean surfaces with cleaning wipes before contact, including any medicine containers, if necessary.

Suspected Cases of COVID-19

If a pupil or a member of staff develop symptoms while in school, they must isolate in one of the following areas of the school and contact SMT:

- School Library Area.
- P16 First Aid Room.

They will then be triaged by a First Aider and appropriate action, advice and support will be provided.

If a pupil develops symptoms during the day and refuses to go to the isolation areas, then the rest of the class and their personal belongings (eg coats, bags etc) should be taken out of the room and moved to another classroom. A COVID-19 First Aider wearing full PPE should come into the room to triage the child with symptoms. Once the child has been collected by parents, the classroom should be sealed off and the School Business Managers notified, so that the room can be deep cleaned/fogged.

If a member of staff develops symptoms during the day, their class should be moved to another classroom and the School Business Managers notified so that the room can be deep cleaned/fogged. The member of staff will be sent home to self-isolate and arrange a COVID 19 test.

If an individual with symptoms requires first aid or medication, staff should follow the procedures as outlined in this policy.

If a member of staff has assisted an individual with symptoms and develops symptoms themselves, they will be sent home immediately to self-isolate and arrange a COVID-19 test.

A First Aider must call 999 if a symptomatic individual becomes severely unwell whilst in school.

Emergencies

When administering emergency first aid, social distancing restrictions do not apply.

9. Links with other policies/documents

This first aid policy is linked to the

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Whole School Coronavirus Risk Assessment

Appendix 1 - Pupil First Aid Form

 <p>FIRST AID SLIP The Westminister School Hawes Lane, Rowley Regis, West Midlands, B65 9AL Tel: 0121 561 6884 Email: headteacher@westminster.sandwell.sch.uk Headteacher: Mr O Flowers</p>												<h1>REPORT No.</h1>				
Pupil and Incident Details																
Date:								Time:								
Childs Name:								Class:								
Incident Location in School:																
Incident Details:																
Please tick the relevant category and highlight on the image the area affected.																
													FRONT	BACK		
Slips/Trips	Burn/Stings/Scalds/Bites	Broken Bones	Bump/Bruiise	Vomiting/Nausea	Headache/High Temperature	Head Injury	Cut/Graze	Asthma	EPI Pen/Allergies	Knock to Face/Cheek/Chin	Eye Injury	Impalement/Splinter	Epilepsy	Misc.		
Post Incident Actions																
Emergency Services Called:								Following First Aid the Child was well enough to remain in School								
Parents/Carers Called:								The Child was collected from School								
Unable to contact Parent/Carers:								The School is of the opinion that your Child should consult a Doctor								
Treatment Administered:																
First Aider:								Parent/Carer Contacted:								
Slip completed by:								Collected By:								
<p>For Bumps to Heads please Read</p> <p>It is important that you watch for any signs or symptoms which might indicate a more serious injury. If any of the following symptoms are present, you should call NHS Direct 111 immediately.</p> <ul style="list-style-type: none"> - Lasting headache that gets worse or is still present over six hours after the injury. - Extreme difficulty in staying awake, or still being sleepy several hours after the injury. - Nausea and vomiting several hours after the injury. - Unconsciousness or coma. - Confusion, feeling lost or dizzy, or difficulty making sense when talking. - Fluid or watery blood coming from the ears or nose - Bleeding from the scalp that cannot be quickly stopped. - Not being able to use part of the body, such as weakness in an arm or leg. - Difficulty seeing or double vision. - Slurred speech. - Seizure 																

Appendix 2 -Accident Report Form

Name of School:				
Address/Location:				
1. Injured/assaulted person				
Forenames:	Home Tel:	Age/DOB:		
Surname:	Employee no:	Sex: M/F/T		
Home address:	Do they consider themselves disabled? Y/N			
Employee <input type="checkbox"/>	Job Title:	Contractor <input type="checkbox"/>	Company:	
Student <input type="checkbox"/>	Visitor <input type="checkbox"/>	Agency <input type="checkbox"/>	Other <input type="checkbox"/>	(Specify):
2. Incident details				
Location:	Date: - -	Time:		
Reported To:	Date: - -	Time:		
3. Minor (non-RIDDOR) accidents/incidents		Treatment give detail over		
Minor/other <input type="checkbox"/>	'Near miss'/Damage <input type="checkbox"/>	N/A <input type="checkbox"/>	First Aid <input type="checkbox"/>	Doctor <input type="checkbox"/>
				Hospital <input type="checkbox"/>
4. RIDDOR accidents/incidents*				*see Guidance
7 Day <input type="checkbox"/>	Specified <input type="checkbox"/>	Fatality <input type="checkbox"/>	Hospitalised (Public ¹) <input type="checkbox"/>	Occupational disease ² <input type="checkbox"/>
				Dangerous occurrence <input type="checkbox"/>
Date HSE notified: - -	Method: website/telephone			
By whom:	Incident/Notification no:			
5. Aggressive or violent incident (to employees only)				
Verbal abuse <input type="checkbox"/> Threatening behaviour <input type="checkbox"/> Physical assault <input type="checkbox"/> Other (specify) <input type="checkbox"/>				
Was there NO intent to harm? <input type="checkbox"/> Do you think it was race/equality related? <input type="checkbox"/> Police involved? <input type="checkbox"/> (detail over)				
Ethnic origin of assaulted person (tick appropriate box - only needed for racial aggressive incidents)				
White	Mixed	Asian / Asian British	Black / Black British	Chinese / Other Ethnic Group
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	
	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
Other White background <input type="checkbox"/>	Other mixed background <input type="checkbox"/>	Other Asian background <input type="checkbox"/>	Other Black background <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
Details of person(s) causing aggressive incident				
Name:	Tel:			
Address:	Age (approximate if not known):			
Sex: Male/Female/Transgender				

¹ Note: Accidents to students/the public are only RIDDOR reportable if the injured person goes straight to hospital for treatment (not just examination or diagnostic tests) **AND** the accident was work related; otherwise they are classed as 'Minor/Other'

² Discuss cases of reportable "occupational disease" or "dangerous occurrences" with the Health & Safety Unit

Privacy statement: The data obtained using this form is collected to help us with our legal duty to report certain accidents and to help us learn from incidents to prevent recurrence. Regarding the latter, please note a limited summary of the data will be shared with senior managers and/or H&S Committee members, which include trade union H&S representatives, to ensure any learning points are appropriately shared. The form itself will only be shared with trade union colleagues if employee gives their consent below.

If a trade union member, employee to sign and date below to give consent for their TU H&S rep to see a copy:

Signature: Date:

Once complete, please ensure that you:

- (a) Retain a copy of this form on site; (b) If the incident was to an employee, offer a copy of the form to them;
- (c) Email (health_safety@sandwell.gov.uk) a copy of the form to Health & Safety Unit, (2nd Floor, 1 Providence Place, West Bromwich, B70 8SZ)

14. Health & Safety Unit use only

Action/recommendations:

Further investigation

No further action

Person was added to SID Yes No

Other:

S/LHSO signature:

Database ref:

Date: - -

Appendix 3 Staff Accident Report Form

ACCIDENT REPORT FORM

Details about the person who had the accident

Name:

Address:

..... Postcode:

Occupation:

Department:

Details about you, the person completing this record - Please complete if you are not the person who had the accident

Name:

Address:

..... Postcode:

Occupation:

Department:

About the accident - Please use the back of this form if you require more space

Time when the accident occurred: Date of accident: / /

Where the accident occurred - Please include department / room / area

How the accident took place - Include the cause if known

.....

Details of any injury suffered by the person involved

.....

Please tick if a risk assessment is required

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested.

Signature

Date: / /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported:

Date reported: / / Print Name: Signature:

Appendix 4 - Decline of First Aid Staff Log

**Decline of First Aid
Staff Log**

Staff Name:

Date:

Incident Details:

.....

.....

.....

Please tick box below:

Injury seen

Injury not seen

Description of injury:

.....

.....

.....

I can confirm that I do not require any first aid following the incident above.

Staff signature:..... Date:.....

First aider signature:..... Date:.....



Accident Investigation Form

Investigation Date: _____

Investigation Undertaken By: _____

Date and Time of Accident/Near Miss: _____

Person(s) Involved in Accident/Near Miss: _____

Type of Accident/Near Miss: _____

Description of Accident/Near Miss Scene/Area:

Attach Witness Statement(s) and Photographs.

Injuries sustained

People:

- Has training been provided in relation to accident?
- Were establishment procedures being followed?
- Was any protective equipment required?
- Were appropriate instructions given?

Comments:

Equipment:

- Was the equipment suitable for the task?
- Was the equipment well maintained?
- Any faults identified?

Comments:

Procedures:

- Were there procedures in place?
- Were staff/students briefed on procedures?
- Were the procedures followed?

Comments:

Environment:

- Did this contribute to the accident?

Comments:

Risk assessments:

- Were appropriate risk assessments in place?
- Do these need to be reviewed and updated?

Comments:

Conclusion:
