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2023/2024

# First Aid Policy

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

Approved by Governing Body on:	13/06/2024
Signed by Chair of Governors:	
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson/Marie Harewood
Date of Review:	13/06/2025

## 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

Marie Harewood is the appointed person responsible for:

- Liaising with the Community Children Nursing team regarding care plans and training for staff
- Providing refresher training for staff in relation to specific pupil needs
- Ensuring whole school medical information is up to date on Medical tracker at the start of an academic year
- Providing advice and guidance to new first aiders

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 school buildings](#). 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 Hub Reception**
- 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 fully charged school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils including 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.

First aid incidents will be recorded in Medical Tracker off-site if there is access to WiFi or on return to school as detailed in Section 6.

## 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 aider both on and off site.

First aid kits are stored in:

- The Medical Rooms
- Reception
- The Hub Kitchen Spaces
- The Science lab
- DT classroom
- Food Technology
- School Vehicles

## 6. Record-keeping and reporting

### 6.1a) First aid and accident record book (Medical Tracker) – Pupils

- All First Aid incidents in School will be recorded in Medical Tracker online (see Appendix 1).
- 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.
- Parents will be notified by email through Medical Tracker of first aid incidents. Additionally, a phone call will be made to parents by the First Aider before the end of the school day to make them aware of incidents involving a bump to the head..
- Records held in Medical Tracker 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 form on Form Central 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 Accident Form must be given to Head's PA/HR Manager, 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 on Form Central.

### 6.1c) First Aid and Accident Report - Visitors

- A first aid on Form Central 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 Accident Form must be given to the Head's PA/HR Manager, and this is kept on file.
- Any refusal of first aid by visitors will be documented on the Decline on First Aid Form on Form Central.

## 6.2 Reporting

- a) All pupil accidents must be reported to SLT and entered into Medical Tracker online (see Appendix 1).
- b) All staff accidents must be reported to the Head's PA/HR Manager and the details recorded on the form in Appendix 2.
- c) If an investigation is required, the Head's PA/HR Manager will complete an accident investigation form.
- 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 Head's PA/HR 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 Head's PA/HR 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 Head's PA/HR 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:
  - 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 via email through Medical Tracker. Additionally, first aiders will make a phone call home to parents for any pupils who have received a bump to the head, before the end of the school day. 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 organised as appropriate.

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.

## **Emergencies**

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

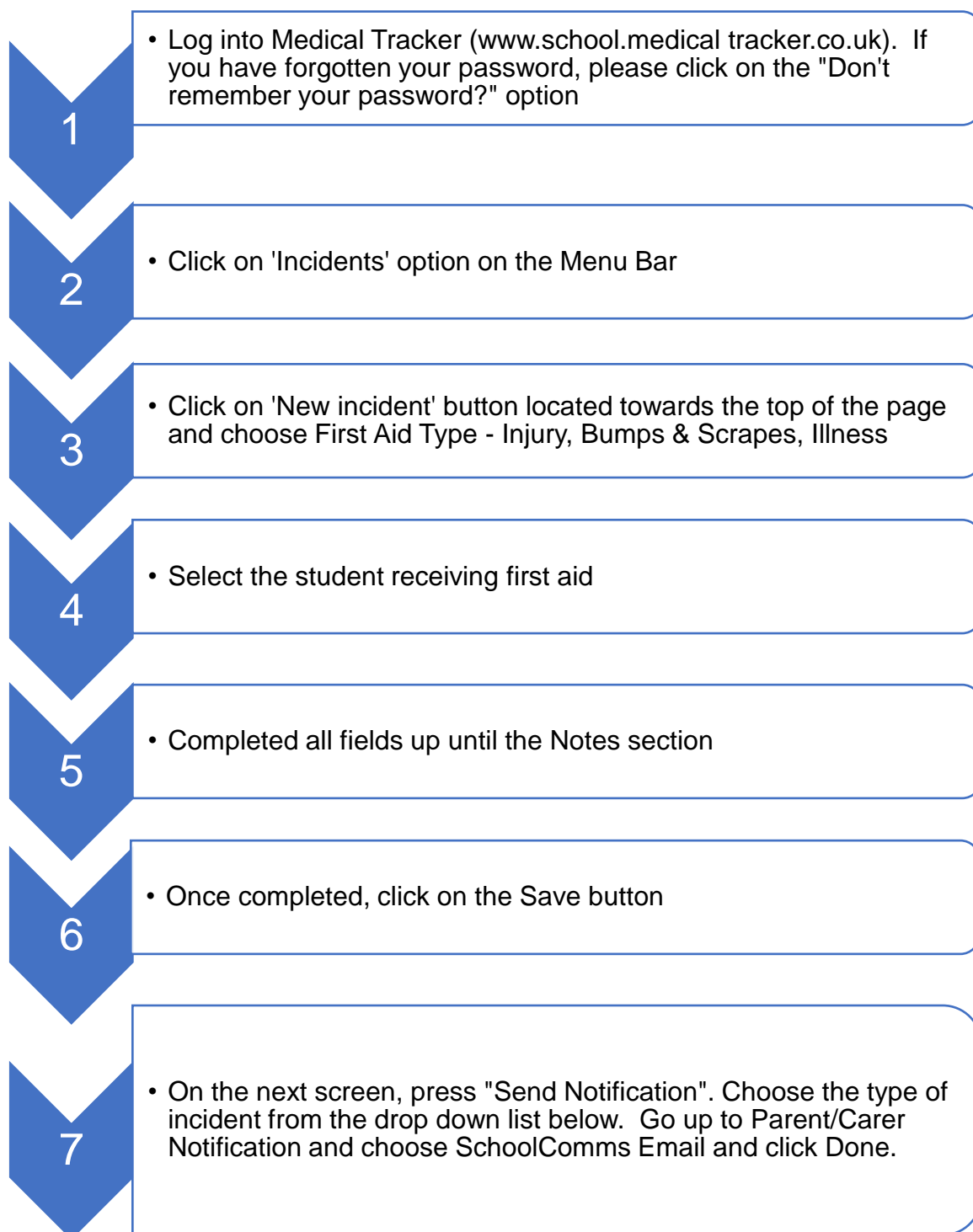
## **9. Links with Other Policies/Documents**

This First Aid Policy is linked to the

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

## Appendix 1 – Medical Tracker Reporting Instructions

### Recording First Aid in Medical Tracker



A video walkthrough of the process is available here: <https://help.medicaltracker.co.uk/en/how-to-record-and-notify-parents/carers-of-injuries-bumps-and-scrapes-illnesses-and-medication-administration>



Appendix 2 -Accident Report Form

<b>Name of School:</b>				
<b>Address/Location:</b>				
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 <span style="float: right;">give detail over</span>	
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"/>
4. RIDDOR accidents/incidents*				*see Guidance
7 Day <input type="checkbox"/>	Specified <input type="checkbox"/>	Fatality <input type="checkbox"/>	Hospitalised (Public <sup>1</sup> )	Occupational disease <sup>2</sup> <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)				
<b>White</b>	<b>Mixed</b>	<b>Asian / Asian British</b>	<b>Black / Black British</b>	<b>Chinese / Other Ethnic</b>
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"/>	
Other White background <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black background <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
Other mixed background <input type="checkbox"/>	Other Asian background <input type="checkbox"/>			
Details of person(s) causing aggressive incident				
Name:		Tel:		
Address:		Age (approximate if not known):		
Sex: Male/Female/Transgender				

<sup>1</sup> 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'

<sup>2</sup> Discuss cases of reportable "occupational disease" or "dangerous occurrences" with the Health & Safety Unit  
[Policies and Procedures](#)



The Westminster School

Action/recommendations:

Further investigation

No further action

Person was added to SID Yes  No

Other:

S/LHSO signature:

Database ref:

