



First Aid Policy

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HoD = Head of Department
HOY = Head of Year
SLT = Senior Leadership Team
SEN/D = Special Educational Needs / Disabilities

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

- [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

Mulberry Academy Woodside has an appointed member of staff with full PFA certificate, in addition three people have first aid training ensuring there is a member of staff on site at all times when children are in. In addition these staff are responsible for the care of

3.1 Appointed person(s) and first aiders

The school's appointed First Aid and medical co-ordinator is the lead for Student services. 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 (on medical tracker)
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed number of trained 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)

3.5 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 on medical tracker for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Where-ever possible supporting the first aider by informing parents in cases involving injuries to the head, neck, leg or stomach.

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 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 student support/administration office will contact parents immediately. In their absence a member of the administrative team on student support will contact.
- The first aider/relevant member of staff who was involved in the incident will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury on medical tracker.

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
- Parents' contact details

Risk assessments will be completed by the leader of the trip and checked by the member of SLT responsible for trips, 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 or there will be a first aider at where the trip is taking place.

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- The science prep room
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First Aid and accident record book/Medical Tracker Online Record Portal

- An accident form and online Medical Tracker entry will be completed by the first aider who assisted with the accident, injury or illness on the same day or as soon as possible after an incident.
- As much detail as possible will be supplied when reporting an accident injury or ill health in the medical tracker as at appendix 2
- A copy of the accident report form/Medical track will also be added to the pupil's educational record by the first aid lead (Student support 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 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 lead for First Aid/medical (Student Support Officer) 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 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

- 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>

6.3 Notifying parents (via Medical Tracker/Accident Form)

The lead for First Aid/medical (Student support officer) 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 when the incident is identified of particular concern in relation to the head, eyes, ears, legs or heart/lungs (breathing).

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 3).

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

(During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of pediatric first aid procedures while waiting for face-to-face training.) (This section can be taken out about Coronavirus)

8. Monitoring arrangements

This policy will be reviewed by the lead for First Aid/medical (Student Support Officer) every two years.

At every review, the policy will be approved by the Headteacher and Head of Governors.

9. Links with other policies

This first aid policy is linked to the

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

1: List of appointed persons first aid trained

| STAFF MEMBER'S NAME | ROLE | CONTACT DETAILS |
|----------------------------|------------------------|-----------------|
| Level three trained | | |
| Keisha Barnett | Student/reception Area | Ext 4121 |

| | | |
|--------------------------|-----------------------------|---|
| Gabriella Caruso | Office | Ext 4118 |
| Christina Tawil | Science Lab | 4157 |
| Julie Crooks | Ash Building | Ext 108 (Julie is no longer a first aider). She can be removed |
| Level one trained | | |
| Senen Fikri | Main office | Ext 4128 |
| Patrick Galligan | Site Office | |
| Derek Martin | Site Office | |
| Mark Reid | 1 st Floor Birch | 4114 |
| Mavis Boateng | Site Officer | |
| Filiz Alpdogan | Various | |
| Andrew Bonner | Main office | 4123 |
| Joanna Zahajkiewicz | Various | |
| Rodolfo Perez | PE Department | |
| Alberto Miranda | Birch Block | |
| Ade Jinmi | Inclusion | 4166 |

| | | | |
|---|--|----------------------|--|
| NAME OF INJURED PERSON | | ROLE/CLASS | |
| DATE AND TIME OF INCIDENT | | LOCATION OF INCIDENT | |
| INCIDENT DETAILS | | | |
| Describe in detail what happened, how it happened and what injuries the person incurred | | | |
| ACTION TAKEN | | | |
| Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards | | | |
| FOLLOW-UP ACTION REQUIRED | | | |
| Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again | | | |
| NAME OF PERSON ATTENDING THE INCIDENT | | | |
| SIGNATURE | | DATE | |

Appendix 3: first aid training log

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE) |
|---------------------------|---|---------------|--|
| E.g. first aid | | | |
| E.g. paediatric first aid | | | |
| E.g. anaphylaxis | | | |
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