

**Policy / Procedure Cover Sheet**

<b>Policy/Procedure</b>	<b>First Aid Policy</b>		
<b>Type</b>	Health & Safety		
<b>Applies to project(s)</b>	Watermelon Independent Schools	<b>Policy No</b>	HS/03
<b>Created by (owner)</b>	Z Jonah		
<b>Status</b>	Released		
<b>Date</b>	18/07/2024		
<b>Next review date:</b>	July 2025		

**Change History**

<b>Version</b>	<b>Description</b>	<b>Date issued</b>	<b>Reason</b>	<b>Approved by</b>
1.0	Policy	18/07/2024	New school	ZJ

**Related Policies:**

<b>Policy Ref No.</b>	<b>Policy Name</b>	<b>Policy No.</b>	<b>Policy Name</b>
HS/04	Medical Needs	HS/01	Health and Safety Policy
HS/05	Managing Drugs	HS	Risk Assessment Policy
HS/10	Accident Reporting		First Aid Risk Assessment

**Distribution:**

Electronic copy - Shared Area / C:/Company Policies and Procedures/  
 Hard copies – All staff, Office/ Health and Safety Folder

## **First Aid Policy**

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## 1 Purpose

- 1.1 The guidance in this policy is to ensure our pupils and staff receive good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision as well as supporting any medical needs. This policy is written with reference to HSE First Aid at Work (The Health and Safety (First Aid) Regulations 1981) Guidance.
- 1.2 This policy:
- i. gives clear structures and guidelines to all staff regarding all areas of first aid
  - ii. clearly defines the responsibilities of all staff
  - iii. enables staff to see where their responsibilities end
  - iv. ensures good first aid cover is available in the school and on visit
  - v. ensures the health and safety of all staff, pupils and visitors
  - vi. ensures that staff and proprietors/governors are aware of their responsibilities with regards to health and safety
  - vii. provides a framework for responding to an incident and recording and reporting the outcomes.
- 1.3 *New staff are given a copy of this policy when they are appointed.*

## 2 Scope

- 2.1 This policy applies to all staff. It does not differentiate between managers, teachers, support and clerical staff.

## 3 Legislation and guidance

- 3.1 This policy is based on advice from the Department for Education on [first aid in schools, health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:
- i. [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
  - ii. [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
  - iii. [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
  - iv. [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
  - v. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
  - vi. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 4 First Aid Provision

- 4.1 The administration and organisation of first aid provision is important to ensure safety requirements are met. Annual procedures which check safety procedures and systems are in place with designated roles identified. Watermelon Independent Schools has made a first aid needs assessment to determine the number of first aiders required, the contents of first aid boxes and required equipment/facilities.

- 4.2 We will ensure that there is always at least one first-aid trained member of staff in school. At break and lunch times there is always a first aider available.
- 4.3 When children are taking part in off-site visits, a risk assessment is always completed. If the risk assessment identifies the need for a first aider, every attempt will be made to ensure that a first aider is available to take part in the visit.

## **5 Training**

- 5.1 All members of staff are able to request emergency first-aid training. Staff receive an update on First Aid procedures within the annual Health and Safety briefing in September of each year and regular updates are given through staff meetings. New members of staff are also briefed on procedures as part of their induction.
- 5.2 Watermelon Independent Schools keeps a list of who is first aid trained and when their training is valid until (located in the main office). The First Aid Lead at Watermelon Independent Schools is Michelle Whittaker who is responsible for organising first-aid training.

## **6 Roles and Responsibilities**

### **6.1 Appointed person(s) and first aiders**

6.1.1 The school's appointed persons is Michelle Whittaker.

- i. completing a training course approved by the Health and Safety Executive, as required
- ii. ensuring the first aid kits are complete to Health & Safety standards and replenishing kits where required
- iii. taking charge when someone is injured or becomes ill
- iv. giving immediate help to casualties with common injuries and those arising from specific hazards at the school
- v. when necessary, ensuring that an ambulance or other professional medical help is called.

6.1.2 There is an expectation however that all adults will act responsibly at times of emergency and are required to be familiar with the location of the first aid kits around the building. There is a written record of the location of first aid kits in the main office.

6.1.3 First aiders are trained and qualified to carry out the role and are responsible for:

- i. 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 for a range of specific injuries and illnesses. First aiders will need to undertake the First Aid at Work (FAW) course.
- ii. sending pupils home to recover, where necessary
- iii. filling in an accident report on the same day, or as soon as is reasonably practical (see appendix 3) keeping their contact details up to date.

6.1.4 Emergency First Aiders are trained to carry out basic first aid and perform life-saving interventions whilst awaiting the emergency services. Emergency first aiders will need to undertake the Emergency First Aid (EFAW) course.

6.1.5 Our schools appointed person(s) and/or first aiders are listed in appendix 2. Their names will be displayed prominently around the school.

6.2 The headteacher

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

- i. ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- ii. ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- iii. ensuring all staff are aware of first aid procedures
- iv. ensuring appropriate risk assessments are completed and appropriate measures are put in place
- v. undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- vi. ensuring that adequate space is available for catering to the medical needs of pupils
- vii. reporting specified incidents to the HSE when necessary (see section 6)

### 6.3 Staff

6.3.1 School staff are responsible for:

- i. ensuring they follow first aid procedures
- ii. ensuring they know who the first aiders in school are
- iii. completing accident reports (see appendix 3) for all incidents they attend to where a first aider/appointed person is not called
- iv. informing the headteacher or their manager of any specific health conditions or first aid needs.

## 7 Accidents In-school

### procedures

7.1 In the event of a pupil having an accident involving an injury or suspected injury during the school day, the following procedure will be followed:

- i. the closest member of staff present will send adult/suitable child to a named first aider for support
- ii. the first aider 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
- iii. the first aider will decide whether the injured person should be moved or placed in a recovery position
- iv. should the first aider decide that a pupil is too unwell to remain in school, parents will be contacted to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents
- v. If emergency services are called, the school secretary/office manager will contact parents immediately
- vi. 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.

7.2 All members of staff should be aware of any allergies of children or team members, and of anyone who is taking long-term medication that may affect treatment, i.e. daily aspirin. A list has been compiled and is held in the main office.

7.3 The postcode of the school should be visible on the first aid kit, should this information eventually be required.

- 7.4 The power isolation point of the building is also recorded on the general first aid information held in the main office, should it be necessary to isolate power in the building.
- 7.5 In the case of an emergency where an ambulance is required, the number to call is 999. The person making the call is required to give the following details to the ambulance control centre:
- i. what has happened
  - ii. the casualty's name
  - iii. the casualty's age
  - iv. whether the casualty is breathing and/or unconscious
  - v. the location of the school's post code
- 7.6 If the casualty is a pupil, their parents / carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the main office.
- 7.7 It is important to note that no-one should take a casualty to hospital unless they have:
- i. someone else available to look after the casualty on the journey
  - ii. business class insurance on their vehicle.

#### **Off-site procedures**

- 7.8 When taking pupils off the school premises, staff will ensure that they take the grab bag which will include the following:
- i. a school mobile phone
  - ii. a portable first aid kit
  - iii. information about the specific medical needs of pupils
  - iv. parents' contact details
- 7.9 Risk assessments will be completed by the Health and Safety Lead and/or Consultant prior to any educational visit that necessitates taking pupils off school premises.

### **8 Accident and Injury Reporting**

- 8.1 An accident report form will be completed by the first aider/appointed person on the same day or as soon as possible after an incident resulting in an injury.
- 8.2 As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form (appendix 3)
- 8.3 A copy of the accident report form will also be added to the pupil's educational record by the school secretary.
- 8.4 In the case of all pupils, staff should speak to the parent/carer concerned. An accident report slip should be completed and sent home with the pupil.
- 8.5 Where a child has a serious injury or injury to the head, the staff member should inform a Senior Leader who will decide whether parents should be contacted immediately.

- 8.6 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.
- 8.7 In the case of a work-related injury, the casualty should complete an incident form, after treatment.
- 8.8 Incident forms are kept in the main office/reception and should be signed by school secretary.

## **9 Reporting to the HSE**

- 9.1 The Headteacher 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).
- 9.2 The Headteacher 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.
- 9.3 Reportable injuries, diseases or dangerous occurrences include:
- i. Death
  - ii. 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
  - iv. 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)
  - v. Where an accident leads to someone being taken to hospital
  - vi. 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
- 9.4 Information on how to make a RIDDOR report is available here at <http://www.hse.gov.uk/riddor/report.htm>

## **10. Training**

- 10.1 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.
- 10.2 School leaders will ensure that there is always a qualified first aider on site.

## **11 Monitoring arrangements**

- 11.1 This policy will be reviewed by the Headteacher/Health and Safety Lead every two years, or before if required.

Signed *M Wright*

On behalf of Watermelon Independent Schools

**M Wright**

Dated: 30/05/2022



## Appendix 1

### First Aid Kit

There is no mandatory list of items to put in a first-aid box. It depends on what the assessment of our needs to be. As a guide, where work activities involve low- level hazards, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid (e.g. HSE's leaflet Basic advice on first aid at work – see Q10)
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile
- six safety pins
- two large, individually wrapped, sterile, unmedicated wound dressings
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings
- at least three pairs of disposable gloves (you can find more advice at [www.hse.gov.uk/skin/employ/gloves.htm](http://www.hse.gov.uk/skin/employ/gloves.htm)).
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings
- Adhesive tape
- Eye pad bandages
- Regular and large bandages

No medication is kept in first aid kits.

First aid kits are stored in:

The school office

The medical room

Grab bag

Travelling first-aid kits

1. Again there is **no** mandatory list of items to be included in first-aid kits for travelling staff, but they might typically contain:
  - • a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
  - • individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary); ○
  - individually wrapped triangular bandages, preferably sterile;
  - • safety pins;
  - • large sterile un-medicated dressing;
  - • individually wrapped moist cleansing wipes; ○
  - disposable gloves.

## Appendix 2

### First Aid Information

Lead First Aider / Appointed Person: xxxxxxxx

First Aider: xxxxxxxx

Centre Address: Watermelon Independent Schools,  
2 Avenue Close  
Birmingham  
West Midlands  
B7 4NU

Centre isolation point: School Office

Location of Incident Report form: School Office

## Appendix 3

### Recording First Aid Treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident;
- the name and job (where relevant) of the injured or ill person/student/pupil/child;
- details of the injury or illness and what first-aid was given;
- what happened to the person/student/pupil/child immediately afterwards, e.g. went back to work/class, went home, went to hospital;
- name and signature of the first aider or person dealing with the incident.

Copies of completed forms, on paper or electronic, are confidential and must be stored securely.