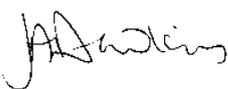




CASTLE MANOR ACADEMY FIRST AID POLICY



Date Approved	November 2018
Signed	 (Chair of Local Governing Body)
Name	Justine Dawkins
Minuted	November 2018
Date of Next Review	November 2020

Contents

1. Aims	3
2. Legislation and guidance.....	3
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment.....	5
6. Record-keeping and reporting	6
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of first aid trained staff	Error! Bookmark not defined.
Appendix 2: accident report form	Error! Bookmark not defined.
Appendix 3: first aid training log	Error! Bookmark not defined.

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

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 people are Lisa Freds (Attendance Manager) and Janette Carter-Miller (Science Technician). They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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 (see the template in appendix 2)
- Keeping their contact details up to date

- Ensuring there is an adequate supply of medical materials in their first aid kit and requesting the admin team to place necessary orders

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

3.2 The governing body and Academy Trust

The governing body and Academy Trust have 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 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 (see appendix 2) for all incidents they attend to where first aider is not called
- 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 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 Attendance Manager or Attendance Officer will contact parents 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

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, supported by the trips and visits coordinator, 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, type 2 school trips and visits and on larger trips one first aider on each coach.

On type 1 visits staff must be able to access first aid provision within walking distance of the school and have the school mobile with them. If the visit includes a student with specific medical needs then a first aid kit should be taken and needs discussed with parent and trained staff when completing the risk assessment.

5. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The Science prep room
- 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the admin team and the original will remain in the accident book.
- 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 member of staff with responsibility for Health and Safety 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).

They 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>

6.3 Notifying parents

The first aider 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.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify the local children's safeguarding board of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 (see appendix 3).

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

8. Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead and/or Headteacher every 2 years.

At every review, the policy will be approved by the local governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Educational trips and visits policy



First Aid Staff



Last Update: Sunday, 11 November 2018

*3 day first aid at work trained

+Emergency Response for Sports Injuries

Name of First Aider	Internal Contact Number	Certificate Expires
*Lisa Freds	103	June 2021
*Janette Miller	170	June 2021
Alex Ager	106	March 2021
Debra Coxall	142	June 2019
Helen Williams	107	June 2019
Jane Farrow	-	June 2019
Mark Smitheram	104	January 2019
Keely Foyster	105	January 2019
Becky Baldwin	-	December 2018
Carrie Spurling	-	December 2018
Heather Guilfoyle	162	December 2018
Sian Fagg	-	December 2018
Travis Holder	156	December 2018

If you would like to become first aid trained please contact cbrown@castlemanor.org.uk

Incident Report Form

Report Number

To be completed by the injured person or someone acting on his/her behalf	
Section A: About the incident	
1. Type of Incident (please tick one box)	
<input type="checkbox"/> Injury	<input type="checkbox"/> Ill-Health
<input type="checkbox"/> Violence (physical or verbal)	<input type="checkbox"/> Non-injury Incident (near miss)
2. Incident occurred: Date:	Time:
3. Incident reported: Date:	Time:
4. Where did incident occur? Give accurate description of location and full address	
5. What activity was being undertaken at the time of the incident?	
6. Please describe briefly what happened – sketch a picture or take photographs if necessary to assist (continue on a separate sheet if necessary)	
7. Describe the actions taken immediately following the incident e.g. erected signs/barriers (if applicable)	
8. Please describe the injuries/ ill health or damage – if ill health state whether this has been diagnosed by a medical practitioner	
9. Part(s) of body injured?	Right / Left

10. Was first aid treatment given?	Yes / No
11. Name of First Aider attending:	
12. Was the injured person taken to hospital?	Yes / No
If yes, how were they taken and name of hospital?	
Did they remain in hospital for over 24 hours?	
Yes / No	
Section B: About the person affected by the incident	
1. Full Name (please print)	
2. Home address:	
3. Male <input type="checkbox"/>	Female <input type="checkbox"/> Date of Birth: _____ Age: _____
4. Is the affected person: Employee: <input type="checkbox"/>	Member of public: <input type="checkbox"/> Pupil: <input type="checkbox"/> Contractor: <input type="checkbox"/>
If person injured is an employee please complete questions 5 and 6.	
5. If employee, occupation:	
6. If employee, date of return to work:	
Section C: Details of person completing form on behalf of injured person or reporting a non injury incident	
1. Name:	
2. Occupation:	
3. Place of work:	
<p>The injured person should sign and date here if possible. Alternatively the person completing the form should sign.</p> <p>Print Name:</p> <p>Signature:</p> <p>Date:</p>	

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)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			