



# **Pate's Grammar School Policy**

## **First Aid policy**

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> Nov 2023
<b>Next review due by:</b>	Nov 2024	

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### 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

- [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**

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

The school's appointed person(s) are Jane Jowett and Natalie Berry. They are responsible for:

- Taking charge when someone is injured or becomes ill, if there support is deemed necessary by the first aider present at the accident.
- 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and first aiders are listed in appendix I. 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.

#### **3.3 The headteacher**

The headteacher 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 in Child Protection Online Management System (CPOMS) for students or at the front office for all staff and visitors (see appendix 2) 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

## 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 front office or staff member if the accident is on a trip or sports fixture, will contact parents immediately
- The first aider will complete an accident report form on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures before and after treating a casualty including wearing PPE and washing their hands.

## 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 relevant member of staff prior to any educational visit that necessitates taking pupils off school premises.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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:

- Reception
- All science prep rooms
- All DT classrooms
- The PE office
- Outdoor Education Department
- The school kitchens
- School vehicles

There are two defibrillators in school. They are kept in:

- PE Corridor
- Reception stairway

## 6. Record-keeping and reporting

### 6.1 First aid and accident recording

- An accident form will be completed on CPOMS for students or at the front office for all staff and visitors 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 on CPOMS for students or at the front office for all staff and visitors at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record on CPOMS once it has been added by first aider
- Records held on CPOMS or in 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 kept in accordance with the schools data retention policy.

### 6.2 Reporting to the HSE

The Bursar (Stephen Locke) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013 legislation (regulations 4, 5, 6 and 7).

The Bursar (Stephen Locke) 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)
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related 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) In this case, the Bursar will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
  - 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

## **7. Training**

All school staff are able to undertake first aid training if they would like to through the Outdoor Education Department. Please contact Natalie Berry or Jane Jowett.

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 1).

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 Bursar every year.

At every review, the policy will be approved by the Full 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



**Appendix I: list of [appointed persons(s) for first aid and/or trained first aiders]**

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Jane Jowett	Appointed Person	Jane.Jowett@patesgs.org
Natalie Berry	Appointed Person	Natalie.Berry@patesgs.org
Helen Bourke	First Aider	Helen.Bourke@patesgs.org
Megan Collins	First Aider	Megan.Collins@patesgs.org
Michael Cupper	First Aider	Michael.Cupper@patesgs.org
Simon Dandy	First Aider	Simon.Dandy@patesgs.org
Sue Dandy	First Aider	Sue.Dandy@patesgs.org
Alex Derbyshire	First Aider	Alex.Derbyshire@patesgs.org
Heather Eaton	First Aider	Heather.Eaton@patesgs.org
Debbie Greene	First Aider	Debbie.Greene@patesgs.org
Janice Hands	First Aider	Janice.Hands@patesgs.org
Felicity Harrison	First Aider	Felicity.Harrison@patesgs.org
Bethan Morgan	First Aider	Bethan.Morgan@patesgs.org
Rob Morton	First Aider	Rob.Morton@patesgs.org
Phil Mustoe	First Aider	Phil.Mustoe@patesgs.org
Kim Parsley	First Aider	Kim.Parsley@patesgs.org
Mitchell Renton	First Aider	Mitchell.Renton@patesgs.org
Liz Robertson	First Aider	Liz.Robertson@patesgs.org
Maggie Shaw	First Aider	Maggie.Shaw@patesgs.org
Teena Shooter	First Aider	Teena.Shooter@patesgs.org
Nicola Smith	First Aider	Nicola.Smith@patesgs.org
Samantha Sparrey	First Aider	Samantha.Sparrey@patesgs.org
Megan Spiers	First Aider	Megan.Spiers@patesgs.org

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Luke Stoneman	First Aider	Luke.Stoneman@patesgs.org
Kathryn Walker	First Aider	Kathryn.Walker@patesgs.org
Gill Ward	First Aider	Gill.Ward@patesgs.org
Carolyn Williams	First Aider	Carolyn.Williams@patesgs.org
Jennifer Williams	First Aider	Jennifer.Williams@patesgs.org
Sharon Williams	First Aider	Sharon.Williams@patesgs.org
Geoff Worth	First Aider	Geoff.Worth@patesgs.org

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
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	