

FIRST AID POLICY

Board of Trustees Approved: February 2021

Date of next review: February 2022

Reviewed by: The Principal and the Finance and Resources Committee

This policy will be reviewed every year and at every review the policy will be shared with the full Board of Trustees.

General definitions

Throughout this policy, *Wynstones* means Wynstones school and will be used interchangeably with *school* and *the school*; *parents* includes guardians, carers and those with parental responsibility for children entering the school; *students* will be used throughout.

Regulatory and publication context

Independent schools are not required to have a website, but are required to make policies and information available to parents upon request, in line with the [Education \(Independent School Standards\) Regulations 2014](#).

Wynstones systematically chooses to publish its policies online, in order to enable ease of access for parents, and to participate in the wider social discourse on appropriate, effective and fair educational provision.

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1 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Trustees 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
- A person is appointed to take charge of first aid arrangements:
- Members of our working community nominated as first aiders receive training that meets current legal guidelines.
- Suitably stocked and marked first aid containers are available at all appropriate locations throughout the school.
- All members of our working community are fully informed with regard to the first aid arrangements.
- All members of our working community are aware of hygiene and infection control procedures, including Covid protocols.
- Written records are maintained of any incidents, reportable injuries, diseases or dangerous occurrences. These are managed by the school Receptionist/Secretary on a day-to-day basis and RIDDOR incidents reported immediately to the Director of Finance and Resources or the Principal.
- First aid arrangements are regularly reviewed through the audit process and when there are significant changes to student numbers or staffing.
- First aid provision is available at all times while people are on the school premises or when students are off-site on school trips. This will not extend to external organisations who may be renting facilities after hours.

2 Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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 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 incidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such incidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of incident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3 Roles and responsibilities

The First Aid Mandate is held by the Director of Finance and Resources, who is the school's Appointed Person.

The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s)

The school's appointed person is the Director of Finance and Resources (or a delegated staff member):

- Taking charge and ensuring a suitable person is available when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and that the contents of these kits are replenished.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

3.2 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 students home to recover, where necessary and notifying their teacher and parents/carers.
- Filling in an incident report on the same day, or as soon as is reasonably practicable, after an incident. The Incident Book is kept in the Reception Office.

The school's first aiders will have their names displayed prominently around the school.

3.3 The Director of Finance and Resources

The Director of Finance and Resources is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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
- 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 students
- Reporting specified incidents to the Health and Safety Executive (HSE) when necessary (see section 6) under the RIDDOR regulations.

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the principal or their manager of any specific health conditions or first aid needs they may have.

4 First aid procedures

4.1 In-school procedures

In the event of an incident 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 and/or the emergency services. They will remain on scene until the incident is satisfactorily resolved
- 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 student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the school secretary or school business manager will contact parents/carers immediately. A member of staff will remain with the student at all times pending the arrival of the parent/carer
- The first aider / relevant member of staff will complete an incident 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 students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- All students' Parental Consent forms, which contain Information about the specific medical needs of students and their parents/carers emergency contact details.

Risk assessments will be completed by the trip leader, in accordance with the school's risk assessment policy, prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

No medication is kept in first aid kits, but may be kept elsewhere or taken on off-site trips, in order to meet individual student's needs as per the information on their Parental Consent form

First aid kits, some with specific contents, are stored in:

- The medical room
- Reception (at the desk)
- The sports hall
- All science labs
- Craft Yard
- The school kitchens
- School vehicles
- Classes 1,2 and 3
- Parent and Child room
- Kindergarten
- Handwork

6 Record-keeping and reporting

6.1 First aid and incident record book

- An incident form will be completed by the first aider / relevant member of staff 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 incident, including all of the information included in the incident book.
- A copy of the incident form will also be added to the student's educational record by the receptionist
- Records held in the first aid and incident 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 Health and Safety Executive (HSE)

The Director of Finance and Resources will keep a record of any incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director of Finance and Resources 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 a student is away from school for more than 7 consecutive days, or an employee is unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- 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 incidental release of a biological agent likely to cause severe human illness
 - The incidental 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>

6.3 Notifying parents/carers

The Receptionist will inform parents/carers of any incident or injury sustained by a student, 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 Director of Finance and Resources will notify Ofsted of any serious incident, illness or injury to, or death of, a student 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 Gloucestershire Safeguarding Children Board (GSCB) of any serious incident or injury to, or the death of, a student while in the school's care.

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 to renew their first aid training before it expires.

At all times, at least 1 staff member in the Kindergarten will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8 Monitoring arrangements

This policy will be reviewed by the Director of Finance and Resources every year.

At every review, the policy will be approved by the Trustee Board.

9 Links with other policies

This first aid policy is linked to the

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

Appendix 1: Incident Report Form

Name of injured person		Role/class	
Location of incident		Date and time of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			
Name of person attending the incident			
Signature			
Date			