

First Aid Policy

April 2020



**ARCHBISHOP
SENTAMU
ACADEMY**

Church of England

Approved by: Archbishop Sentamu Academy Local Governing Committee on
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Archbishop Sentamu Academy

Christian Vision

To lead the best life possible.

Our distinctively Christian vision is that everyone will be able **To lead the best life possible**, now and in the future. It is underpinned by the words of Jesus in John 10:10 which says *I have come that you may have life in all its fullness*.

This promise of life in all its fullness is lived out through our academy values of:

Respect

Rooted in the 'Golden Rule', promoting strong and positive relationships, where all are included and valued, and can discover their unique worth as children of God, are essential for our students and staff to flourish.

Community

Rooted in the Parable of the Good Samaritan, serving others, in the classroom and beyond, is second nature. Our academy community is committed to serving the local and global community through learning, advocacy, charity and broader engagement.

Courage

Rooted in the Parable of the Lost Son, our academy is a place where everyone can build perseverance and resilience, in a culture where confidence can grow amongst students, and the courage to face and learn from failure and mistakes becomes a natural point of growth.

Wisdom

Rooted in the Parable of the Wise and Foolish Builders, our academy is a place where thoughtfulness, reflection and acquisition of knowledge is expected of everyone, regardless of their starting point.

I. Policy aims

The aim of the first aid policy is to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcome

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
- [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 is Nicky Way. 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 (see the template in appendix 2)
- Keeping their contact details up to date

A list of first aid trained staff is available from HR. Appendix I contains a link to the live Google Sheet. 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 Principal and staff members.

3.4 The Principal

The Principal 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)

3.5 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 a first aider is not called
- Informing the Principal 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 student services lead 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 visit leader and checked by the EV administrator and the EVC prior to any educational visit that necessitates taking pupils off school premises.

There should 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
- 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:

- Student Services
- Reception (at the desk)
- Attendance

- Science Prep Room 2
- PE Office
- 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 First Aid Lead in Student Services
- 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 HR Team 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 HR Team 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>

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.

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

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Medication Policy

9. Statement of Policy Review

The Local Governing Committee has agreed that this policy will be reviewed on a **bi-annual** basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review.

10. Appendix I

The full up to date list of Academy first aid trained staff can be found here:

<https://drive.google.com/file/d/140AZZBDbzzZNOLd0f8G2osILVWNJ15d7>

II. Appendix 2

| MINOR INJURY FORM | | | |
|--|-----------------|-----------------------|-----------------|
| <u>NAME:</u> | | | |
| <u>TYPE OF INJURY / WHERE INJURY OCCURRED:</u> | | | |
| | | | |
| | | | |
| <u>TREATMENT:</u> | | | |
| <u>CLEANSED:</u> | <u>YES / NO</u> | <u>SUPPORT GIVEN:</u> | <u>YES / NO</u> |
| <u>ICE-PACK:</u> | <u>YES / NO</u> | <u>DRESSING:</u> | <u>YES / NO</u> |
| <u>OTHER:</u> | | | |
| <u>CONTACTED HOME:</u> <u>YES / NO</u> | | | |
| <u>OTHER DETAILS:</u> | | | |
| <u>SEEN BY:</u> | | <u>DATE:</u> | <u>TIME:</u> |

| Patient Report Form | | | | ARCHBISHOP SENTAMU ACADEMY | |
|--|------|---|--|--|-----------|
| Incident details | | Secondary survey | | Treatment/action | |
| Date Location | | Indicate examination findings on the diagram | | Type of treatment | |
| How alerted? Called to scene Self-referral | | | | <input type="checkbox"/> No treatment required <input type="checkbox"/> Wound cleansed <input type="checkbox"/> Adhesive dressing <input type="checkbox"/> Wound dressing <input type="checkbox"/> Rest Ice Compress Elevate <input type="checkbox"/> Sling (state type) <input type="checkbox"/> Fracture supported <input type="checkbox"/> Splint (state type) <input type="checkbox"/> Cervical spine control <input type="checkbox"/> Airway Opened <input type="checkbox"/> Airway Suctioned <input type="checkbox"/> Airway Inserted (state type) <input type="checkbox"/> Recovery position <input type="checkbox"/> Aspirin (chest pain) <input type="checkbox"/> Other treatment (state) | |
| Patient details | | Observations | | Medication given | |
| Family name Forename(s) | | Time (hrs) | | Medication name Dose | |
| the problem | | Response (AVPU) | | | |
| Primary survey | | Respiratory rate | | | |
| Response | | Pulse rate | | | |
| Alert <input type="checkbox"/> Clear | | Blood pressure | | | |
| Voice <input type="checkbox"/> Obstructed | | Patient's pupils | | | |
| Pain <input type="checkbox"/> Agonal | | Left Right Left Right Left Right Left Right | | | |
| Unresponsive <input type="checkbox"/> Absent | | Reactive? Yes/No | | | |
| Signs of external bleeding | | Size: | | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | <input type="radio"/> 1 mm <input type="radio"/> 2 mm <input type="radio"/> 3 mm <input type="radio"/> 4 mm <input type="radio"/> 5 mm <input type="radio"/> 6 mm <input type="radio"/> 7 mm <input type="radio"/> 8 mm | | | |
| History of unconsciousness | | | | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Additional notes | | | | Treated/seen by | |
| Date | Time | Notes | | ID no./Print name | Signature |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |