



# FIRST AID

Chatten Free School

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Approved by:	Head of School (LGB aware)
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## 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 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
- Ensure lines of communication with parents/guardians are in place if required.
- Provide for the immediate needs and requirements of staff and students who have sustained injury.

## 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 students



This policy complies with our funding agreement and articles of association.

## Appointed person and first aiders

The CEO delegates responsibility for the implementation of this policy to the Head of School, including:

- Ensuring that an appropriate number of First Aid staff are always present in the school
- 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 students
- Reporting specified incidents to the HSE when necessary (Head of School)

## First Aiders

First aiders are trained and qualified to carry out the role 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
- 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
  - Sending students home to recover, with a member of SLTs approval.
  - Filling in an accident report on the same day, or as soon as is reasonably practicable.
  - Keeping their contact details up to date



Their names are also displayed prominently around the school and in the staff handbook.

## The local governing body

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 Head of School.

## 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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the SLT of any specific health conditions or first aid needs

## First aid procedures

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, a member of SLT or the admin team will contact parents immediately



- The first aider will complete an accident report form on the same day or as soon as it is reasonably practical after an incident resulting in an injury
- Human bites, which result in broken skin, will be referred for immediate medical support.

## Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A charged mobile phone with credit
- A portable first aid kit – which must be taken off the minibus if the trip is leaving the immediate vicinity of the minibus.
- Any pupil specific medication which may be required (inhalers EpiPen's etc)

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking students off school premises.

Senior Leadership team members have to sign off all education visits before they take place.

## 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
- 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.

## Record-keeping and reporting

First aid and accident record book

- Any accident will be recorded by the first aider/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 accident.

## Medication

Some pupils at Chatten Free School will need access to medication for a range of reasons including:

- Asthma
- Allergies
- Gut health
- Current conditions
- Pain

The school nurse is responsible for keeping a record of all pupils in need of medication and ensuring that medication is kept in an appropriate location for the needs of the pupil. For some medications this will mean being in a locked cabinet in the medical room. For others (inhalers and EpiPen's) the medications may need to be nearer at hand.

The nurse is also responsible for maintaining a log of which medications have been administered and communicating this to families and appropriate health professionals.

Medications which are required for 'quick access' should be taken with the pupil when out in the community so that they can be accessed quickly. This should be stated in the individual health plan. Where medication is given offsite this must be reported to the nurse upon returning to the school so that correct procedures for reporting and recording can be followed.



## Reporting to the HSE

The Head or School/Site Manager 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 Headteacher will report these to the Health and Safety Executive as soon as it 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:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o Serious burns (including scalding)
  - o Any scalping requiring hospital treatment
  - o Any loss of consciousness caused by head injury or asphyxia
  - o 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:

- o The collapse or failure of load-bearing parts of lifts and lifting equipment
- o The accidental release of a biological agent likely to cause severe human illness
- o The accidental release or escape of any substance that may cause a serious injury or damage to health



o An electrical short circuit or overload causing a fire or explosion

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.

## Monitoring arrangements

This policy will be reviewed by the Head of School every two years.

At every review, the policy will be approved by the Local Governing Body.

## Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy