



Roding Valley
HIGH SCHOOL

First Aid Policy

April 2020

Person Responsible:	Headteacher
Lead Staff Member:	Headteacher
Date Last Reviewed:	April 2020
Approved By:	Local Governing Body
Date Approved:	May 2020
Date of Next Review:	April 2022



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

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
- Coronavirus: Implementing Protective Measures in Education and Childcare Settings

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

Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is the Office Supervisor. 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

Our school's first aiders are listed in **Appendix 1**. Their names will also be displayed prominently around the school.

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 Headteacher and staff members.

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

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 Headteacher or their manager 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, the Office Supervisor 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.
- **Covid – 19 Adjustment:** If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of **2 metres** cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn/

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 Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

We endeavour to ensure that there will always be at least one first aider on school trips and visits.

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

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical Room
- The Brook Library
- Science Department
- PE Department
- The School Kitchens
- School Mini bus

Record-keeping and reporting

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
- 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.

Reporting to the HSE

The Head's PA will keep a record of any accident involving staff, students or visitors to the school which results in a reportable injury, disease, or dangerous occurrence as defined in the [RIDDOR 2013 legislation for Reporting Injuries in Schools](#).

The Head's PA in liaison with the Headteacher 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

The following Occupational Diseases must also be reported to RIDDOR:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis, eg; from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma, eg from wood dust and soldering using rosin flux;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

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>



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

Monitoring arrangements

This policy will be reviewed by the Headteacher 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
- Policy on supporting pupils with medical conditions





Appendix 1: List of Trained First Aiders

Staff member's name	Role	Contact details
Sally Gladman	Office Supervisor	2001 / 2010
Anita Hollis	Head's PA	1110 / Radio
Simon Hearn	Site Manager	3200 / Site Radio
Natalie Sellears	Sixth Form Administrator	3020 / Radio
Lisa Chittick	LSA	5900
John Ryan	Science Technician	4320 - works Mon to Wed
Chris Allen	PE Teacher	4800
Jess Fazakerley	PE Teacher	4800



Appendix 2: Accident Report Form

	<h3>ACCIDENT REPORT AND INVESTIGATION FORM</h3>			 <small>Roding Valley High School</small>
PART A				
Section 1: ABOUT THE INJURED PERSON				
Surname		Forename		
Staff Number		Work Tel Number		
Home Address (including postcode)		Home Tel Number		
Date of Birth		Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Job Title if applicable				
Is the person involved a: <input type="checkbox"/> employee? <input type="checkbox"/> visitor? <input type="checkbox"/> pupil? <input type="checkbox"/> contractor? <input type="checkbox"/> Other? _____				
Section 2: WHEN DID THE ACCIDENT HAPPEN?				
Date of the accident		Time of the accident		
Did this happen during your normal working hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are the normal working hours?		
Section 3: WHERE DID THE ACCIDENT HAPPEN?				
Address of the location where the accident happened?		Department/ location where the accident happened?		
Section 4: WHAT HAPPENED?				
Description of Accident Event (include work activities, physical environment, equipment used, condition etc. where applicable)				
Section 5: ABOUT THE INJURY?				
<input type="checkbox"/> Cut to skin <input type="checkbox"/> Puncture or penetration wound <input type="checkbox"/> Abrasion <input type="checkbox"/> Bruising <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Dental <input type="checkbox"/> Dislocation	<input type="checkbox"/> Crush Fracture <input type="checkbox"/> Amputation <input type="checkbox"/> Embedded object <input type="checkbox"/> Eye injury <input type="checkbox"/> Fatal Injury <input type="checkbox"/> Hair pulling <input type="checkbox"/>	<input type="checkbox"/> Heat Burn <input type="checkbox"/> Cold Burn <input type="checkbox"/> Chemical Burn <input type="checkbox"/> Ingestion of toxic substance <input type="checkbox"/> Shock <input type="checkbox"/> Musculoskeletal <input type="checkbox"/> Stress/trauma	<input type="checkbox"/> Inhalation of fumes <input type="checkbox"/> Concussion <input type="checkbox"/> Electric Shock <input type="checkbox"/> Suffocation <input type="checkbox"/> Other (please specify)	
Part and side of body affected (e.g. left, right, hand, arm, etc.)				
Section 6: CAUSE OF THE ACCIDENT?				
<input type="checkbox"/> Physical contact (not assault) <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Collapse of structure <input type="checkbox"/> Contact electricity <input type="checkbox"/> Hazardous substance <input type="checkbox"/> Machinery in operation	<input type="checkbox"/> Fire <input type="checkbox"/> Falling objects <input type="checkbox"/> Contact heat <input type="checkbox"/> Infectious agent <input type="checkbox"/> Fall from height <input type="checkbox"/> Manual handling	<input type="checkbox"/> Moving vehicle <input type="checkbox"/> Physical assault <input type="checkbox"/> Sport or physical training <input type="checkbox"/> Psychological <input type="checkbox"/> Road traffic accident <input type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Bite <input type="checkbox"/> Struck against <input type="checkbox"/> Struck by <input type="checkbox"/> Stress/trauma <input type="checkbox"/> Other (please specify)	



Section 7: FOLLOWING THE ACCIDENT				
Was first aid treatment given?	<input type="checkbox"/> Yes	By Whom		
	<input type="checkbox"/> No	Why not		
Immediately following the accident the injured person:		<input type="checkbox"/> Continued working	<input type="checkbox"/> Was sent home	<input type="checkbox"/> Referred to GP
Was the injured person taken to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which hospital?	<input type="checkbox"/> By ambulance	<input type="checkbox"/> By car
Section 8: WITNESS INFORMATION/DETAILS				
Were there any witnesses to the accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Witness		
Witness statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact number		
Section 9: YOUR DETAILS				
Reported by		Job Title		
Date		Signature		
PART B: Please complete this section if the accident involved a member of staff				
To be completed by the Line Manager directly responsible for this person or their work. Please answer questions as fully as possible and provide evidence, photographs, documentation etc. where possible.				
Section 10: ABOUT THE LINE MANAGER/SUPERVISOR				
Name		Job Title	Contact No.	
Section 11: ABSENCE				
Period of time affected person expected to be absent from work?	<input type="checkbox"/> None <input type="checkbox"/> 1 – 4 hours <input type="checkbox"/> 1 day	<input type="checkbox"/> 2 days <input type="checkbox"/> 3 – 6 days <input type="checkbox"/> Over 7 days	Has the injured person returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is it reportable under RIDDOR? <input type="checkbox"/> Yes <input type="checkbox"/> No
Section 12: ABOUT THE ACCIDENT EVENT				
What were the immediate causes?				
What were the root causes?				
Was the injured person authorised to undertake this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the injured person received training for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is there a risk assessment for this activity?	<input type="checkbox"/> Yes (please attach a copy of the risk assessment) <input type="checkbox"/> No (please review your current risk assessments)			
Section 13: CORRECTIVE & PREVENTATIVE ACTION				
What preventative actions are being taken following the accident? (tick relevant boxes)	<input type="checkbox"/> Additional supervision <input type="checkbox"/> Training <input type="checkbox"/> Modifying existing systems of work <input type="checkbox"/> Repair to premises	<input type="checkbox"/> Review risk assessment <input type="checkbox"/> Review maintenance procedures <input type="checkbox"/> No further action required <input type="checkbox"/> Consider for recording on violent markers register		
Ref	Action	By Whom	By When	Completed
1				
2				
Section 14: ANY OTHER COMMENTS/RECOMMENDATIONS				
Signature		Date		
Please retain a copy and send original report form with associated documents to ahollis@rodingvalley.net within five days. Thank you for completing this form.				

