SHARE
MULTI-ACADEMY TRUST

FIRST AID POLICY

GENERAL FIRST AID POLICY FOR ALL SCHOOLS WITHIN THE TRUST

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Name of policy writer	Holly Senior
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CONTENT:

1. Overview
2. Aims
3. Legislation and Guidance
4. Roles and Responsibilities
5. First Aid Procedures
6. First Aid Equipment
7. Record Keeping
8. Training and Awareness
9. Reporting an Incident
10. Contact
11. Complaints and Escalation Process

1. Overview

SHARE MAT has created a First Aid Policy to outline the way in which any injuries occurring at any of its school sites should be treated and reported.

This policy applies to all staff working in all schools within the trust and, although not a legal duty, all non-employees such as children, contractors and visitors are included.

2. Aims

The key aims of this policy are:

- To ensure the health and safety of all staff, students and visitors
- To ensure that all staff, directors and governors are aware of their responsibilities with regards to first aid across the trust
- To provide clear guidance on how to respond to, manage and report on all incidents requiring first aid that occur within any of the schools

3. 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.

4. Roles and Responsibilities

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.

Directors and governors will:

- Discuss and manage any health and safety related issues brought to them by the CEO, Headteachers, staff, parents or students
- Partake in regular meetings, and where appropriate emergency meetings, to discuss actions concerning first aid
- Ensure that the trust's First Aid Policy, and all associated policies, are brought to the attention of staff and implemented across all schools

The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that sufficient funding is provided from the school budget to enable the continued high standard of first aid practise
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the Business Manager)
- 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

Responsible Person

Each school must nominate a responsible person who is responsible for:

- Having an overview of the first aid procedures which occur in school and reporting any non-compliance with this policy to the Premises & Compliance Manager/Officer
- Reviewing and monitoring the first aid book and reporting any concerns/patterns to the Premises & Compliance Manager/Officer
- Reporting more serious cases of accident or incident to the Premises & Compliance Manager/Officer

- Reporting any notifiable accidents or incidents to the Health & Safety Executive (HSE)
- Reporting cases to Ofsted and child protection agencies if appropriate.

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 is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First Aiders

Our school's First Aiders are trained and qualified to carry out the role. 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
- 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
- Making appropriate arrangements with parents through recognised school procedures if the student needs to be sent home
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

It is emphasised that the qualified First Aiders are NOT trained doctors or nurses.

5. First Aid Procedures

In-school first aid procedures are as follows:

REPORT TO FIRST AID POINT Students and staff will report to the First Aid point in school for illness or injury. Where the person is unable to do so, a First Aider will be radioed to attend (e.g. injury on sports field).
ASSESS THE SITUATION/NEXT STEPS The on-duty First Aider will assess the person and decide on appropriate treatment, action and/or additional support required. The on-duty First Aider will then perform those actions (e.g. call an ambulance).
CONTACT PARENTS/CARERS If applicable the on-duty First Aider will then make arrangements for the parents/carers to be contacted, providing key information and recommending next steps. This includes making a record on ClassCharts and calling parents/carers to collect their child from school if necessary.
MANAGE THE PROCESS The on-duty First Aider will manage the full process of the situation including travel home or to hospital if required.
REPORT The on-duty First Aider will record the First Aid illness/treatment/action taken on the ClassCharts system and also CPOMS if related to a safeguarding issue.
CLOSE In more serious cases, the on-duty First Aider will liaise with the Premises & Compliance Manager/Officer to decide if any other further action should be taken to lower the risk of future occurrence and/or prevention.

Off-site first aid procedures are as follows:

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

- A school mobile phone
- A portable first aid kit
- Information relating to students with a medical condition (see 'Students with Medical Conditions' Policy)
- Parents' contact details

Risk assessments will be completed by the trip organiser and approved by the EVC and/or Head Teacher as appropriate, prior to any educational visit that necessitates taking students off school premises.

In the event of an incident or a person falling unwell, staff will follow the first aid procedures as above.

6. First Aid Equipment

The trust will ensure that all schools have sufficient medical equipment on-site at all times to treat any incidents and provide the best possible first aid those in need.

A basic first aid kit may contain (but not limited to):

- A leaflet with general first aid advice and guidance
- 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 and resources are stored in locations around school based on a dynamic risk assessment completed by the school. Locations will vary across school sites depending upon need and requirement.

Typically, first aid kits are stored in:

- Medical room
- Reception
- Science labs
- Design and technology labs
- P.E. Department
- School kitchens
- School mini-bus

7. Record Keeping

Guidance provided by the Health and Safety Executive is followed to ensure that all incidents and injuries are correctly recorded.

The school will record illnesses/injuries and necessary treatment and/or actions via the ClassCharts system.

First aid and accident record book

- An accident form, including as much detail as possible, will be completed by the responsible First Aider on the same day of the incident or at the earliest convenience
- A copy of the accident form will be added to the staff member/student's file
- Records will be held for the given length of time outlined in the trust's 'Retention Guidelines' or the IRMS guidelines for schools
- Details of more serious incidents/accidents will be escalated to the Premises & Compliance Manager/Officer

8. Training and Awareness

All first aiders must complete a suitable approved 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.

At all times, at least one member of staff will hold a current paediatric first aid certificate.

9. Reporting an Incident

Reporting an incident within school:

All accidents and incidents in school will be reported to the responsible person and in more serious cases to the Premises and Compliance Manager/Officer. A detailed investigation will be carried out by the Premises & Compliance Manager/Officer for the more serious accidents/incidents and recommendations will be made to prevent similar instances from occurring in the future.

Reporting an incident to the Health and Safety Executive:

The responsible person for first aid within each school will keep a record of any reportable injuries, including disease and dangerous occurrences defined in the RIDDOR (2013) legislation (regulations 4, 5, and 6).

In the event that an incident is required to be reported to the Health and Safety Executive, the responsible person will do this within **10 days of the incident**.

Reportable injuries, diseases and dangerous occurrences include:

- Death
- Fractures (other than fingers, thumbs and toes)
- Amputations
- Injuries relating to permanent loss sights
- Injuries relating to partial or reduction or 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
- Hypothermia or head-induced illness whereby admittance to hospital is over 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)
- An accident leading to somebody being taken to hospital
- Near misses that have not related in injury, but could have done, for example the collapse or failure of lifts, accidental release of biological agents, accidental release of a harmful substance and an electrical short circuit or overload causing a fire or explosion.

Contact with the HSE should only be made by the responsible person in each school, the Headteacher or the Premises & Compliance Manager/Officer.

Reporting to Ofsted and child protection agencies:

The responsible person for first aid within each school will contact the relevant party in the event of a serious accident or incident in school.

A full report will be provided to the department/agency and will be managed by the responsible person, the Headteacher and the Premises & Compliance Manager/Officer.

10. Contact

Questions or concerns relating to this policy, or regarding health and safety across the trust should be directed in the first instance to the Premises & Compliance Manager/Officer.

Lisa Audsley
Premises and Compliance Manager, SHARE MAT
Lisa.audsley@sharemat.co.uk
01484 868777

Holly Senior
Premises and Compliance Officer, SHARE MAT
Holly.senior@sharemat.co.uk
01484 868777

11. Complaints and Escalation Process

If it is felt that concerns and complaints raised regarding first aid or health and safety matters generally have not been dealt with effectively by the team at SHARE MAT, the next step is to raise a complaint to the supervisory authority.

The supervisory authority for health and safety is the Health and Safety Executive (HSE), contactable as follows:

Health and Safety Executive
www.hse/gov.uk/contact