



Cleves School
Learning Together

FIRST AID POLICY

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Reviewed against	Model Policy from The Key
Reviewed by	Gemma Clarke – Welfare Officer Emma Turner
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1. 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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Gemma Clarke and Debbie Stephenson.

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
- Ensure a member of SLT is informed.

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
- 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, these are located in the welfare office.
- Keeping their contact details up to date

A list of first aiders is shared with staff and displayed in the welfare office.

3.2 The Board of Trustees

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.

3.4 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 (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
- Reporting accidents to the welfare officer 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

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, a member of SLT 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the member of staff taking the trip and signed off by Craig Smith Deputy Head teacher prior to any educational visit that necessitates taking pupils 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:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Cleansing wipes
- Plasters of assorted sizes
- Scissors
- Ice packs

- Eye wash

First aid kits are stored in:

- The welfare office
- Reception (at the desk)
- The sports hall (PPA room)
- The performance Hall (kitchen)
- Year 6 block central area
- Year 5 block
- Dining Hall
- Kitchen
- Minibus

6. Record-keeping and reporting

6.1 First aid and accident record book

- Minor incidents will be recorded in the welfare office and kept for 3 years.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a serious injury
- 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 Welfare Officer 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 Welfare Officer 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)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

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 1).

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
- Policy on supporting pupils with medical conditions

Appendix 1 - First Aid training list

Name	Position	Renewal Date
Abedin Mrs S	Lunch/GAP	7/6/2024
Arpesella Mrs J	Year 6	26/11/2022
Beavis, Helen	GAP	26/11/2022
Bye Miss S	Year 5	26/11/2022
Cassidy Mrs L	Admin	12/03/2022
Christian, Olivia	Year 4	yes
Clapham, Livia	LSA	11/2022
Clarke, Mrs Gemma	Welfare	16/11/2024
Dabell Mrs A	Supply	7/6/2024
Farshadfar Mrs S	HLTA	7/6/2024
Forbes Saskia	GAP	12/03/2022
Forsey Mr P	Caretaker	26/11/2022
Gaywood Mrs S	Year 5	1/11/2024
Gray, Gemma	Lower School TA	7/6/2024
Harrison Mrs K	Year 3	1/11/2024
Holland, Natalie	LSA	12/3/2022
Jacoby Mrs S	LSA	7/6/2024
Jerrard, Charlie	Year 3	26/11/2022
Jones Mrs H	Physio	7/6/2024
Keirs Neil	Sport	1/11/2024
Kent Mrs J	Admin	12/3/2022
Lockyer, Maria	School Secretary	06/11/22
Miller Mrs S	Year 3	1/11/2024
Morris Mrs S	LSA/ GAP	26/11/2022
Mulea, Alex	Year 5	12/03/2022
Munnis, Bairbre	Year 4	7/6/2024
Nelson Mr A	Year 6	1/11/2024
Pisano, Alice	Year 6	1/11/2024
Janet Poole	School Secretary	06/11/2022

Pugh Michaela	Year 3	1/11/2024
Pyott, Jeanette	LSA	25/10/2022
Read Mrs L	Admin	7/6/2024
Ritchie, Brogan	LSA	26/11/2022
Robjohn, Florence	Year 6	1/11/2024
Sala Mrs C	Lunch	26/11/2022
Smith Mr C	DH	19/08/2022
Smith Miss G	Year 5	1/11/2024
Smith Mrs H	LSA/ GAP	7/6/2024
Strange Mrs L	LSA	10/12/2021
Stratford, Anna	Admin	12/03/2022
Stephenson Debbie	Admin	17/09/2022
Thomas Mr H	Year 5	1/11/2024
Thomson Mrs S	Admin	7/6/2024
Turner Ms E	B.manager	1/11/2024
Whitelock Mrs L	LSA	10/12/2021
Woods Mr M	Year 4	1/11/2024