



**Raise
Education &
Wellbeing** **School**

FIRST AID POLICY AND PROCEDURE

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First Aid Policy

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
- To display the First Aid policy on the Raise education and wellbeing school website.

2 Legislation and guidance

- [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 Head of School. 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
 - Keeping their contact details up to date

Raise Education and Wellbeing School first aiders names will 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 headteacher and staff members.

3.3 The Head of School

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

- Ensuring that an appropriate number of trained first aid personnel and they are present in each of Raise Education and Wellbeing School sites 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
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in each site are
- Completing accident book for all incidents they attend
- Informing the Principal or their line 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 the next steps to the parents
- If emergency services are called, the senior staff member will contact parents immediately
- The first aiders will complete the accident book 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 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

First aid kits include the following items:

- Minimum 20 Individually wrapped sterile plasters
- Minimum 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 Safety pins
- 2 large sterile individually wrapped wound dressings
- 2 medium sterile individually wrapped wound dressings
- 2 x small sterile individually wrapped wound dressings
- Eyewash or saline
- 5 pairs of disposable gloves
- Resuscitation Mask
- 10 Antiseptic wipes

No medication is kept in first aid kits.

First aid kits are stored in:

- Each Raise Education and Wellbeing vehicle that carries Young people.
- Raise reception areas
- Kitchen Ground Floor (Burns First Aid and First Aid Kit)
- Kitchen Upstairs/ Downstairs College and School (Burns First Aid and First Aid Kit)
- Skills Centre workshops

The First Aider is responsible for keeping the supplies re-stocked in the Medical Room.

Defibrillator

The use of the defibrillator must only be used where there is any person not breathing. The equipment must only be used by staff who are trained in first aid and in the use of a defibrillator machine. The key to the lockable cabinet which houses the defibrillator will always be kept safe by the site lead.

6 Record-keeping and reporting

6.1 First aid and accident record book

- The accident book 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 book
- The accident report must be taken out of the accident book and issued to the Head of School. The form will also be added to the pupil's educational record by the first aider
- 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 Operations and Compliance Lead 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).

They 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 a 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 the 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>

6.3 Notifying parents

The school administrator will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The school administrator will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School will also notify any child protection agencies where relevant of any serious accident or injury to, or the death of, a pupil while in the school's care.

7 Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Operations and Compliance Lead 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 Monitoring arrangements

This policy will be reviewed by the HR and Operations and Compliance

Lead every year. At every review, the policy will be approved by a Director.

9 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

10 First Aiders

The list of current first aiders can be found on SamPeople > Directory

11 Retention and Access to your Personal Information

Why do we need to retain your personal information?

All personal information will be retained for 6 years after you leave the company's employment as per the guidance from the Information Commissioner's Office.

Where do we retain your personal information?

Any records relating to breaches of this Policy could result in Disciplinary Action. All relevant paperwork will be retained in the Discipline and Grievance Section of your SamPeople record. At the conclusion of the Discipline / appeal the record will be updated, associated documents will be scanned and added, and the originals will be destroyed.

Who has access to your personal information?

You will have access to all your personal information via your Personal Profile on SamPeople. Your HR user and People Matters HR will also have access to all your personal information. Your Line Manager will only have access to certain information, and this will be outlined to you at Induction.

How do you request to have your personal information amended or deleted?

You will have access to update certain information on SamPeople via your Personal Profile page.

For other information to be amended or deleted, this will need to be put in writing to your Line Manager who will respond with a decision accordingly.

Please note that you must keep all your personal data and emergency contact information up to date.