



## ROSEWOOD FREE SCHOOL

**Title:** First Aid Policy

**Lead Reviewers:** Health & Safety Co-ordinators

**Who this is aimed at:** Whole School Community

Version	Reason for Change
V1	New School Policy

<b>Date Initially Implemented</b>	January 2023
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<b>Frequency of review</b>	Yearly or if there is any change in regulations	<b>Review due</b>	January 2024
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## Policy Aims

The aims of our First Aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors/third parties
- 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.

## Application

This Policy applies to all employees of Rosewood Free School, and visitors to the school while they are on site.

Learners in school are covered by this policy for minor first aid needs. For any other clinical decisions needing to be made about health and physical wellbeing, the School Nursing team will be consulted, and actions will sit under the policies for Management of Complex Needs and Administration of Medication.

## Legislation & Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

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

## **Roles and Responsibilities**

The school's appointed first aiders are listed in Appendix 1.

The Health & Safety Co-ordinators are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Inspecting first aid boxes and supplies. Audits will be completed on all First Aid boxes every 6 months, and records of these will be retained.

First aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill as a result of an accident
- Ensuring that an ambulance or other professional medical help is summoned when appropriate, in collaboration with the school leadership team
- 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
- 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

At Rosewood free School we work in conjunction with the school nursing team who will also be involved in any decision making related to learner illness and their pre-existing medical conditions.

The Governing Body and Trustees of the SSET have ultimate responsibility for Health and Safety matters in the school, but delegate operational matters and day to day tasks to the headteacher and staff members.

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

- Ensuring that an appropriate number of First Aiders are present in the school during main working hours. Outside of these hours, access to first aid boxes is always available.
- 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

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 Health & Safety Leads 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, school nurses, or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If emergency services are called, the school nurse will contact parents immediately
- The person in charge at the time of the accident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises during all school session times.

### **Off-site procedures**

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

- A school mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - 1 face shield
  - 1 foil blanket
  - 1 burn dressing
  - 2 sterile eye wash

- 2 finger dressings
- 1 confirming bandage
- 1 pair of scissors
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by Class Teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves (gloves are available all around the school)
- 1 face shield
- 1 foil blanket
- 1 burn dressing
- 2 sterile eye wash
- 2 finger dressings
- 1 confirming bandage

- 1 pair of scissors

Additionally in the Kitchen First Aid Kit:

- Individually wrapped blue sterile plasters (assorted sizes)
- Additional burn dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The nurses' room
- Classrooms
- Reception
- The school kitchen
- School vehicles
- School hall cupboard
- Multi-sensory room
- Staff room
- Therapy room
- Reception – to be taken out for lone workers.

## **Record-keeping and reporting**

### **First aid and accident record book**

- An accident form will be completed by the member of staff in charge at the time of the accident, 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, as set out by the accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the School Office
- 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 School Office 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 HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident



Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)
- 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>

### **Notifying parents**

The Class Teacher/HLTA, School Nurse or Headteacher (as agreed by the team) will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Parents will also be informed if emergency services are called.

### **Reporting to Ofsted and child protection agencies (early years only)**

The Headteacher 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 Headteacher will also notify the relevant Local Authority Safeguarding Team any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Training**

All school staff are able to undertake first aid training if they would like to and are nominated by the school to do so.

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

### **Monitoring arrangements**

This policy will be reviewed by the Health & Safety Co-ordinators annually.

At every review, the policy will be approved by the Headteacher.

### **Related Documents**

This document should be read in conjunction with other Trust Policies, including those relating to Health & Safety, Risk Assessment, and Policies relating to learners' health, medical conditions, administration of medication and management of complex needs.

### **Complaints**

Any employee is entitled to make a complaint in respect of any breach of this Policy through the Trust's Grievance Policy and Procedure.

## Appendix 1: List of Trained First Aiders

<b>First Aiders</b>	
Heather Bilcliff First Aid Trainer	Alison Roberts
Justyna Maciejny	Matt Bates
Maria Moran	Georgie Knight
Dave Hodgson	Jenn Kimber
Olivia Johnson	Shanay Maguire
<b>Paediatric First Aiders</b>	
Kim Betlem	Kerry Barclay
Lottie McManus	Karen Todd
Nicola Woolvine	Niki Seel