



First Aid Policy

Ratified Date:	September 2020
Signed on behalf of the Trustees:	
Signed on behalf of the CEO:	
Review Date:	September 2021

As UAK are currently undergoing conversion to the Carlton Academy Trust, any reference to The Trust, is that of the Carlton Academy Trust.

Definitions

First Aid occurs when:

- A person will need help from a medical practitioner or nurse.
- Treatment to preserve life and/or minimising the consequences of injury and illness until further professional help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

Policy 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 written with reference to:

[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](#), and the following legislation:

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

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

Responsibilities

Director of Facilities and Compliance

The Director of Facilities and Compliance is responsible for:

- Ensuring that appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that each school has the required number of properly trained first aid personnel. This must include someone trained in paediatric first aid for Early Years Foundation stage provision.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Reporting specified incidents to the HSE when necessary.
- Ensuring all staff are aware of first aid procedures
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.

Head of School

The Head of School is responsible for:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that adequate space is available for catering to the medical needs of pupils

Appointed Persons and First Aiders

Each school has an Appointed Person with first aid responsibility, who are assisted by other trained first aiders.

Appointed Persons are responsible for:

- Taking charge when someone is injured or becomes ill.

- Ensuring there are adequate supplies 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, assessing the situation where there is an injured or ill person and providing immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report as soon as is reasonably practicable after an incident, informing the Director of Facilities and Compliance of any incidents that may need reporting to the Health and Safety Executive, such as:
 - Significant Head Injuries
 - Fitting, Unconsciousness or Concussion
 - Difficulty in Breathing or Chest pains
 - Exhaustion, collapse or signs of an asthma attack
 - Severe allergic reactions
 - Severe loss of blood
 - Severe Burns or scalds
 - The possibility of a severe fracture
- Keeping student contact details up to date.

Each schools' appointed person and first aiders will be prominently displayed in each school.

A first aider will be at least qualified in the three-day 'First Aid at Work' training course approved by the Health and Safety Executive. The Appointed Person will also be formally qualified in emergency first aid.

Staff

School staff are responsible for:

- Following first aid procedures.
- Ensuring they are aware of the identities of school first aiders.
- Completing accident reports for all incidents where a first-aider or Appointed Person does not attend.
- Informing their line manager, Head of School or Director of Facilities and Compliance of any specific health conditions or first aid needs.

Trust Board

The Trust board has ultimate responsibility for health and safety across all Trust sites, but delegates operational control to the Director of Facilities and Compliance, Heads of School, and First-Aiders.

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 (when 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 decide whether the injured person should be moved or placed in a recovery position.
- If the first-aider or appointed person judges that a student 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 Appointed Person will contact parents immediately. If they are not available, another suitable member of staff will do this.
- The first-aider will complete an accident report form as soon as is reasonably practical after an incident resulting in an injury.

Off-Site Procedures

When taking students off 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

There will always be at least one first aider on school trips. Where there are Early Years and Foundation Stage students, the trip will require a first-aider with a paediatric first aid certificate.

First Aid Equipment

A First Aid kit in Trust schools will include:

- A leaflet with general first aid advice
- Small 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 to be kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School Minibus/vehicles
- Sports/PE areas

Record Keeping and Reporting

First Aid and Accident Record Book

- An accident form will be completed by the first-aiders/staff member attending an incident 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.
- Details of the accident will be added to the student's educational record by the Appointed Person.
- Records 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 Health and Safety Executive (HSE)

The Appointed Person and Director of Facilities and Compliance 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 Director of Facilities and Compliance 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 may 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

In schools with an Early Years Foundation Stage provision, there are additional reporting requirements:

- Parents/carers will be informed of any accident, injury or first aid treatment given on the same day or as soon as reasonably practicable.
- The Director of Facilities and Compliance 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.

Automated External Defibrillator (AED's)

Guidance for use:

- AED's should only be used where a person is in cardiac arrest. They should not be used

where a person is conscious, breathing or their heart is still beating.

- The first person on the scene should immediately call the emergency services and commence CPR, guided by the instructions on the AED.
- The person administering AED should aim to clear the area round the casualty before administering AED, then stay with the casualty until further assistance/emergency services arrive.

Training

The school will keep a register of all trained first aiders, what training they have received and expiry dates. At all times, there will be at least one member of staff in Early Years Foundation Stage Provision with a at current paediatric first aid (PFA) certificate.

Student Medical Information

The Appointed Person is responsible for reviewing and maintaining students' medical records. These will be shared with relevant staff in order to ensure their health and welfare whilst at school.

Consent

Students aged 16 and above are deemed to have sufficient capacity to decide on their own medical treatment, unless there's significant evidence to suggest otherwise. Consent will be sought for the treatment of all other students.

Students with Pre-Existing Medical Conditions

Details of students with relevant pre-existing medical conditions and require the use of asthma inhalers, epi-pens, injections or similar, will be circulated to relevant staff.

Some students may be given responsibility for keeping such equipment, which is reviewed on an ongoing basis. Where this isn't deemed appropriate, medication will be kept suitably labelled by the Appointed Person.

Head Injuries, Concussion and Return to Play Policy

Any incident which involves a blow to the head should be carefully monitored as symptoms may not immediately appear. This should include monitoring throughout the rest of the school day, and informing parents so they are aware and can watch for any effects out of school.

Students suffering a concussion should have 14 days off all physical activity once symptom free, with a gradual return to sports (non-contact) over the next 8 days if remaining symptom free.

Appendix 1: Appointed Person and List of School First Aiders

Staff member's name	Role	Contact details

Appendix 2: School First Aid Training Record

Name/type of training	Staff Name	Date attended	Date for training to be updated (where applicable)