



Denmark Road High School

First Aid Policy 2021-22

Approved by:	Trust Board	Date: 19.1.2022
Signed:	<small>DocuSigned by:</small> <i>Andrew Collyer</i> <small>3A541E5B294C452...</small>	Date: 19.1.2022
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Revision History

Issue Date	Changes made
Dec 2019	<ol style="list-style-type: none"> 1. Responsibility for ensuring there is a list of appointed persons / first aiders clarified and list removed from Appendix, to avoid unnecessary policy updates 2. Procedure wording clarified to cover illness as well as injury 3. RIDDOR reporting requirements clarified 4. Policy approval requirements updated 5. Appendix 1 updated to reference Expert guidance on numbers of 1st aiders, and to remove named list
Sept 2020	<ol style="list-style-type: none"> 1. Impact of introduction of Medical Tracker on reporting and training – amendments to procedures as necessary throughout the policy 2. Appendix 2 and 3 removed as covered in medical tracker
January 2022	<ol style="list-style-type: none"> 1. Accident book replaced by incident report on medical tracker 2. Student support officer replaced with progress and wellbeing centre staff 3. Training: records of expiration dates will be kept in medical tracker 4. Insurance details updated by RH in section 6.1 and checked detail 6.2

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Trustees 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 students.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) 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 students home to recover, where necessary
- Filling in an incident report on Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

A list of our school's appointed person(s) and/or first aiders, their names and contact details will be displayed prominently around the school.

3.2 The Trust Board

The Trust 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 there is an up to date list of the school's appointed person(s) and/or first aiders
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times, in accordance with the guidance detailed in Appendix 1
- 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 students
- 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
- First aiders complete accident reports using the template in Medical Tracker for all incidents they attend
- 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 or an individual becoming ill:

- The closest member of staff present will assess the seriousness of the injury or illness 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 or illness 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 or ill person should be moved or placed in a recovery position, and any other actions needed to minimise the risk to the individual and/or those nearby.
- If the first aider 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 or a member of wellbeing Centre staff will recommend next steps to the parents
- If emergency services are called, the first aider or Wellbeing Centre staff will contact parents immediately
- The first aider or Wellbeing Centre staff will complete an incident report form using the template on Medical Tracker 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 students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information and access to information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises. There will always be at least one first aider on school trips and visits.

5. First aid equipment & drug administration

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

- A leaflet with general first aid advice
- 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 are stored in:

- The progress and wellbeing centre
- Reception (at the desk)
- All science labs
- All design, technology and art classrooms
- The school kitchens
- School vehicles
- PE Office
- Sports Pavilion
- Shed - Far Field

Automatic External Defibrillator (AED) stored outside The English Department Office by the Learning Resource Centre and the Gym.

September 2019: Following advice from Neil Chatten GCC, we administer paracetamol after 11.30am. One tablet for under 16's and 2 for over 16's. They are ONLY administered if parental permission has been sought annually, which is stored on our school central record. The tablets are administered by staff. No paracetamol is stored in first aid kits.

Parents are notified by School Gateway if their child has been administered paracetamol. The template for this is generated via Medical Tracker

6. Record-keeping and reporting

6.1 First aid Medical Tracker accident recording

- An accident form will be completed by the first aider who dealt with injury on the same day or as soon as possible after an incident resulting in an injury using Medical Tracker
- As much detail as possible should be supplied when reporting an accident, using the accident reporting tool within Medical Tracker
- Medical Tracker will automatically record any interaction with students on their individual profiles
- Previous records held in accident books will be kept for 3 years after the last entry in the book. Entries on Medical Tracker 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.
- We are currently insured through the Department for Education's Risk Protection Arrangement.

6.2 Reporting to the HSE

The Business and Operations Manager 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 Business and Operations Manager will report these to the Chair of Trustees, Health and Safety Link Member, and Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Business and Operations Manager input RIDDOR reportable accidents onto SHE Assure

<http://www.sheassure.net/gloucestershirecc>

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

7. Training

We have undertaken an assessment of need via Neil Chatten from GCC and a risk assessment (May 2019).

All school staff are able to undertake first aid training if they would like to.

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 within Medical Tracker, 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.

A record of all training is recorded in Medical Tracker, which will send a reminder to the Attendance Officer and AHT Progress and Wellbeing who oversees Medical Tracker, 3 month prior to the expiration of training.

8. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team every 2 years.

At every review, the policy will be approved by the Health and Safety Link Member on behalf of the Full Governing Body

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Medical needs Policy

- **Appendix 1: Health And Safety Guidance**

The 1st Aider requirements detailed below are based on guidance from Neil Chatten of GCC in his corresponding risk assessment (May 2019).

The school should ensure that there are a minimum numbers of trained 1st Aiders based on the following criteria:

- One 1st Aider for each 150 Students at the school
- One 1st Aider for each 100 members of staff