

<b>School Policy for:</b>	First Aid Policy		
<b>Date:</b>	March 2022		
<b>Policy Lead(s):</b>	Kirsty Lowde		
<b>Approved by (X):</b>	<i>Full Governing Body</i>	<input type="checkbox"/>	<i>Business Management Committee</i> x
	<i>Pay Committee</i>	<input type="checkbox"/>	<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		<input type="checkbox"/>
<b>Approval signature and/or date:</b>	03/03/2022 Chair of Governors	<i>Michael Nicks</i>	
<b>Next review date:</b>	September 2023		



**CHILWELL  
SCHOOL**

# **First Aid Policy 2021-23**

## **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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 School Premises \(England\) Regulations 2012](#), 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(s) are [Kim Burton \(student facing\)](#) and [Karen Horton \(employee facing\)](#). 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

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

The local authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see google form link within this document for all incidents they attend to where a first aider/appointed person is not called)
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedure**

### **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, the **Office Manager** will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

#### **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 the lead teaching team staff member prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

#### **5. First aid equipment**

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:**

- Student Services
- Reception (at the desk)

- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Site workshop

## **6. Record-keeping and reporting**

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

- An accident form will be completed by the first aider/relevant member of staff 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 google form:  
<http://firstaid.chilwellschool.co.uk/>
- A copy of the accident report form will also be added to the pupil's educational record by **the Reographics and Compliance Officer.**
- Records held on the first aid and accident log 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 **Office Manager/Business 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 **Office Manager/Business Manager** 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 scalding 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 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, what training they have received and when this is valid until (see appendix 2).

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 Business Manager every 2 years.

At every review, the policy will be approved by the Chair of Governors as part of the Business Management Committee.

## **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 condition

**Appendix 1: list of appointed persons(s) for first aid and trained first aiders****NB \*Full day qualification / all others have undertaken 3 hours general awareness**

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>
Kim Burton*	Student Services Officer and Appointed Person (student facing)	k.burton@chilwellschool.co.uk
Rebecca Hickman*	Reprographics and Compliance Officer (First aid compliance monitoring)	r.hickman@chilwellschool.co.uk
Karen Horton*	Workforce Manager and Appointed Person (employee facing)	k.horton@chilwellschool.co.uk
Carolyn Huckerby*	Finance Officer – EVOLE administrator	c.huckerby@chilwellschool.co.uk
Kirsty Lowde*	Business Manager	k.lowde@chilwellschool.co.uk
Laura Goodhead*	Assistant Headteacher	l.goodhead@chilwellschool.co.uk
Gary Taylor*	Behaviour Manager	g.taylor@chilwellschool.co.uk
Anastasia Theodorelou*	Teacher (Maths)	a.theodorelou@chilwellschool.co.uk
Katherine Dorrity*	Teacher – DofE Lead	k.dorrity@chilwellschool.co.uk
Karl Eggleston	Cover Supervisor	k.eggleston@chilwellschool.co.uk
Lennon Fendick	Behaviour Team	l.fendick@chilwellschool.co.uk
Lisa Harling	Teacher	l.harling@chilwellschool.co.uk
Debbie Morris	Learner Support	d.morris@chilwellschool.co.uk
Emily Durham*	Teacher	e.durham@chilwellschool.co.uk
Gerraldine Devine*	Teacher (Languages)	g.devine@chilwellschool.co.uk
Anita Wright*	Teacher (Food)	a.wright@chilwellschool.co.uk
Phil Harris*	Cover Supervisor - DofE Lead	p.harris@chilwellschool.co.uk
Nicole Foyster	Teacher (Music)	n.foyster@chilwellschool.co.uk
Karen Fyles	Teacher (6 <sup>th</sup> Form)	k.fyles@chilwellschool.co.uk
Paul Gregson	Library Assistant	p.gregson@chilwellschool.co.uk
Mark Littlewood	Teacher (PE)	m.littlewood@chilwellschool.co.uk
Anne Woodward	Learner Support	a.woodward@chilwellschool.co.uk
Saara Qazi	Teacher (Science)	s.qazi@chilwellschool.co.uk
Dave Lodge	Teacher (PE)	d.lodge@chilwellschool.co.uk
Emma Ault	Teacher (PE)	e.ault@chilwellschool.co.uk
Anita Ludanyi	Maintenance Assistant	a.ludanyi@chilwellschool.co.uk
Sandeep Mann	Site Manager	s.mann@chilwellschool.co.uk

## Appendix 2: Training Log

<b>FIRST AID TRAINING REQUIRED</b>			
	<b>DATE</b>	<b>TIME</b>	<b>Expired</b>
<b>FULL DAY</b>	TBC	TBC	
Kirsty Lowde			Dec 2021
Helen Alls			Oct 2021
Receptionist			TBC
Jacky Teng			
<b>3 HOUR UPDATE</b>	TBC	TBC	
Sally Brown			
Tracy Chambers			
Melissa			
Lola Jarratt			
Anthoney Pringle			
Alison Round			
<b>CURRENT FIRST AIDERS</b>	<b>LEVEL</b>	<b>EXPIRY DATE</b>	
Kim Burton	Full Day	September 2023	
Karen Horton	Full Day	January 2023	
Gary Taylor	Full Day	January 2023	
Carolyn Huckerby	Full Day	June 2024	
Anastasia Theodorelou	Full Day	July 2024	
Katherine Dorrity	Full Day	July 2024	
Karl Eggleston	3 Hours	September 2023	
Lennon Fendick	3 Hours	September 2023	
Lisa Harling	3 Hours	September 2023	
Debbie Morris	3 Hours	September 2023	
Emily Durham	Full Day	October 2024	
Laura Goodhead	Full Day	October 2024	
Gerraldine Devine	Full Day	October 2024	
Anita Wright	Full Day	October 2024	
Phil Harris	Full Day	October 2024	
Rebecca Hickman	Full Day	October 2024	

Nicole Foyster	3 Hours	November 2024	
Karen Fyles	3 Hours	November 2024	
Paul Gregson	3 Hours	November 2024	
Mark Littlewood	3 Hours	November 2024	
Anne Woodward	3 Hours	November 2024	
Saara Qazi	3 Hours	November 2024	
Dave Lodge	3 Hours	November 2024	
Emma Ault	3 Hours	November 2024	
Anita Ludanyi	3 Hours	November 2024	
Sandeep Mann	3 Hours	November 2024	