



THE ST. BART'S  
ACADEMY  
TRUST



# First Aid Policy

April 2019

**The St. Bart's Academy Trust**  
**First Aid Policy**

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## 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 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, 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

## 3. Roles and Responsibilities

### 3.1 Appointed First Aiders

The first aiders 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 the correct first aid signage is displayed within the school. Signs should be white markings on a green background and should clearly name the First Aiders and Appointed Persons. Signs should also identify the location of first aid boxes
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- 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 first aiders are listed in **Appendix 1**. Their names will also be displayed prominently around the school.

### **3.2 The Local Governing Committee (LGC)**

The LGC has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal.

### **3.3 The Principal**

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

- Ensuring that an appropriate number of trained first aid personnel are present in the building at all times
- Ensuring that first aiders have an appropriate level of training, 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
- Ensure accidents are reported to the SBMAT health and safety consultant and carry out any necessary investigations in accordance with the SBMAT Accident and Incident Reporting & Investigation Procedure

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Ensuring they know the location of first aid equipment in the school
- Completing accident reports for all incidents they attend
- Informing the Principal or their manager of any specific health conditions or first aid needs

## 4. Risk Assessment

A risk assessment is to be carried out to determine the level of first aid cover required within the school building and for off-site activities.

To ensure adequate coverage and quick accessibility to a first aider for both pupils and staff the following must also be considered:

- adequate provision in order to cover absence, leave, offsite activities etc;
- previous injuries / illnesses experienced;
- the layout of the premises e.g. split sites;
- the location of the school and remoteness from emergency services;
- any specific hazards on site (e.g. DT machinery, hazardous substances);
- numbers of pupils on site;
- extended / extra-curricular school activities.

Where the school site is shared (be that on a permanent or temporary basis) the first aid arrangements should be agreed by all employers and clearly communicated to employees.

In higher risk areas such as science, DT, PE etc. staff must be aware of immediate remedial measures in order to manage the initial injury and ensure an effective hand over of any specific information (particularly relating to chemical incidents) to the school first aiders.

## 5. First Aid Procedures

### 5.1 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 Principal or most senior staff member in charge will ensure the office contact the pupils parents immediately

The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 5.2 Off-site procedures

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

- A 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 member of staff arranging the trip and the Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises.

On EYFS trips there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 6. First Aid and Blood Borne Viruses

First aid training courses should highlight the importance of preventing cross-infection in first-aid procedures. 'Universal Precautions' must always be followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.

This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures should always be applied:

Always cover any open wounds on your own hands with a waterproof adhesive dressing. Immediately notify the School Principal if you are a first aider and become pregnant, an assessment of risk must then be carried out  
Disposable gloves (unpowdered latex, nitrile or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste to be double bagged in plastic and sealed by knotting.

## 7. 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

Eye wash \*

No medication is kept in first aid kits.

\* Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First aid kits must be stored in clearly identifiable locations within the building.

First aid kits should be kept in minibuses or other such vehicles.

First aid arrangements must also be in place where school premises are used outside of 'normal' hours, e.g. for letting. Arrangements must be in place to ensure a first aid kit / telephone is available to persons who may require its use.

## 8. Record Keeping and Reporting

### 8.1 First aid and accident record book

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.

The recording, reporting and investigation of all accidents must follow the SBMAT Accident and Incident Reporting & Investigation Procedure.

As much detail as possible should be supplied when reporting an accident.

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.

### 8.2 Reporting to the HSE

The SBMAT health and safety consultant 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 SBMAT health and safety consultant 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 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

### 8.3 Notifying parents

The the Principal or most senior staff member in charge 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.

### 8.4 Reporting to Ofsted and child protection agencies

The Principal 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 Principal will also notify the local child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 9. 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until **Appendix 2**.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.

## 10. Monitoring Arrangements

This policy will be reviewed by the SBMAT every 4 years, or when current guidance is updated.

At every review, the policy will be approved by the SBMAT CEO/Trust Board.

## 11. References

This first aid policy is linked to the

Health and Safety Policy

Supporting Pupils with Medical Needs

Risk Assessment







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