



# **FIRST AID POLICY**

**(including EYFS)**

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## **FIRST -AID POLICY**

### **1 Introduction**

The purpose of this policy is to ensure that Ascent Academies' Trust complies with Health and Safety Legislation, especially with respect to there being adequate and appropriate equipment and facilities for providing first aid in each academy and during off-site activities.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Ascent Academies Trust through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.

“First Aid” means:

- (a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- (b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

#### *H&S (First Aid) Regulations 1981*

#### Relevant Legislation

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.
- Guidance for First-Aid in Schools 2014
- HSE
- The Education (Schools Premises) Regulations 1996
- Selecting a First-Aid Training provider HSE 2013

This policy should be read in conjunction with the following Trust policies and with individual academy procedures as appropriate.

- Supporting Pupils with Medical Conditions
- Health and Safety Policy

This policy will be regularly reviewed and amendments can only be made following the approval of the Board of Trustees

This policy applies to the Trust and to all individual academies. This policy should be read by all staff.

Instances of non-compliance with this policy will be reviewed by the Trust Safeguarding, PDBWA Strategy and Project Lead and may be reported to the CEO.

## 2 Roles and Responsibilities

- Trustees will
  - Ensure each academy is compliant with this policy
  - Ensure insurance arrangements cover potential claims of both those receiving and giving first-aid
  - Comply with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)'
- The Head of each academy is the 'appointed person' but may discharge some of their appointed duty responsibilities to another appropriate person. In addition, they will;
  - Inform employees of first aid arrangements
  - Ensure an 'appointed person' is available at all times while pupils are on Academy premises or Academy visits
  - Ensure minimum first aid provision (first-aiders, first-aid kits and appropriate accommodation) is provided across the academy and when pupils are off-site.
  - Supplement the above provision with a risk-assessment to determine any additional needs – include risks to pupils, staff and visitors
  - Oversee all first aid procedures and monitor/analyse records and statistics of accidents, near-misses and of first aid. Use this information to act to help prevent future accidents
  - Ensure all staff and visitors are aware of first aid provision in each academy.
  - Ensure parents are aware of the academy's arrangements for first-aid
- Academy Lead for Professional Development must ensure
  - That the training requirements for first-aiders are fulfilled
  - Accurate records are kept of all first-aid related training, including certification dates
  - First-aid training has given first-aiders sufficient understanding, confidence and expertise to fulfil their role
- Teachers and other staff in charge of pupils
  - Comply with this policy
  - Should use their best endeavours at all times to secure the welfare of pupils. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
  - Know who the first-aiders are, how to summon support and know the location of the first-aid kits
  - Ensure that health and safety matters are reported promptly in order to avoid accidents
  - Keep accurate records
  - Report shortages of stock in the first-aid kits
- Parents/carers
  - It is the responsibility of parents to inform the Academy of any illness, injuries a child has before they arrive at the Academy.

- Named First-aiders
  - Attend relevant training and refresher courses
  - Give immediate help to casualties with common injuries, illnesses and those arising from specific hazards at the Academy/whilst off-site
  - If necessary, ensure that an ambulance or other medical help is called
  - Keep accurate records
- Appointed person
  - Takes charge when someone is injured or becomes ill
  - Looks after the first-aid equipment
  - Ensures that an ambulance or other medical help is summoned when appropriate

### **3 Special Circumstances for Ascent Academies Trust**

Within Ascent Academies' Trust the first aiders are trained to respond to and deal with accidents that occur. Many of our pupils have health care plans and relevant staff are trained to manage their health care needs as per their health care plans and level of responsibility at which they are employed – the first aider at work is not necessarily qualified to support a pupil's medical needs. Any accidents occurring from their medical needs would be assessed by the first-aider. (See Supporting Pupils with Medical Conditions policy).

Some academies have a qualified School Nurse or nursing support on site, however, they are not always employed to take on the role of a paediatric nurse. Furthermore, they are not generally employed by the Trust. The school nurses may have no more first aid training than other staff and if first aid is required then the Trust employed first-aider should be called.

### **4 Selection of First-aiders**

When selecting first-aiders, the Trust will consider the individual's

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Ability to leave their normal duties and go immediately to an emergency

### **5 Risk Assessment**

The Trust will maintain a working Risk Assessment of each of its academies to identify potential risks to pupils, staff and visitors and to take measures to minimise such risks. This risk assessment will be reviewed at least annually and the number of first-aiders amended accordingly.

The working risk assessment will take in to account:

- The size of the academy and whether it is split site and on more than one level
- The location of the academy the size/nature of the grounds
- The entry and parking arrangements for emergency services
- Specific hazards for different rooms, e.g. Science lab swimming pool, technology labs
- The age, needs and nature of different groups of pupils
- The needs of any users who have a physical disability

- Out of hours arrangements e.g. lettings, parents' evenings, swimming lessons

Any temporary or short-term hazards will be added to the risk-assessment as they occur, e.g. those arising from contractors on site, sports days, open days.

## **6 Number of First-Aiders**

The number of first-aiders at any one time will be decided according to the working risk assessment for the individual academy. In 2016-17 each academy will have at least 5 first-aiders.

Adequate provision for first-aid will be provided to ensure that the academy has suitable cover

- during staff leave of absence or illness
- during breaks
- whilst first-aiders are also needed for off-site provision
- for lessons involving a higher level of risk
- for pupils who are more prone to accidents or injury
- for out of hours activities and academy residential visits
- for trainees or those on a work experience

## **7 First-aid training**

All First-aiders will hold a valid certificate of competence, issued by an organisation whose training meets the required HSE standards (see Selecting a First-Aid Training provider HSE 2013) for the Trust, this must include procedures for the resuscitation of children.

Refresher training and retesting of competencies will be arranged within the three-year time scale. Where a first-aider fails to attend refresher training or fails their competencies, their valid certificate will lapse. Where this is the case, the member of staff will not act as the First-Aider until such a time as they have a full valid certificate.

## **8 First-aid kits**

Each academy has one fully stocked first-aid kit in the front office.

In addition, the working risk assessment for each academy is used to plan the number and location of further first-aid kits, including kits to be used for off-site and outdoor provision. (See appendix 4 which is also displayed in the front office of each academy). Where possible, the kits have been located close to hand washing facilities.

All first aid kits must be returned to their location immediately after use.

All first-aid containers are clearly marked with a white cross on a green background and are easily accessible.

The working risk assessment will be used to identify the contents of each first-aid kit. The minimum kit will be that recommended by the HSE (see guidance on first-aid for schools 2014).

The 'appointed person' is responsible for the checking the contents, quality and expiry dates of the first-aid kits.

This will be done at least half-termly or more frequently if identified through the working risk assessment. All staff have a responsibility to report shortages of stock within the first aid kits. No one should add items to the first aid kits without consultation with the appointed person. Once an item from the first-aid kit has been opened it should be used or disposed of.

When an item has been used from the first aid kit because a pupil, visitor or member of staff required treatment, then an accident form (IR1) (see appendix 2) must be completed as well as the first-aid form.

## **9 First-aid accommodation**

The Education (Schools Premises) Regulations 1996 requires every school to have a suitable room that can be used for the medical or dental treatment when required and for the care of pupil during school hours. The room identified for this in each academy is published in the academies' front office.

This rooms will

- Have a wash basin
- Be reasonably close to a WC
- Be appropriate for medical care
- Be readily available for use when needed
- Need not be solely used for medical care

## **10 Infection Control**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single use disposable gloves and hand washing facilities. They must take care when dealing with blood or other body fluids and disposing of dressings and equipment. (See Supporting Pupils' Medical Conditions Policy). Disposable aprons must be worn where staff are working with pupils to support with personal hygiene. A new apron must be used for each pupil and disposed of appropriately.

## **11 Procedures**

The following are general first aid procedures to be followed by all first aid staff:

- If support is required for a medical emergency staff must call for medical assistance and state the location of the incident. It is advised not to request a specific named person as this could delay help arriving.
- In the event of a medical emergency, dignity and safety for all pupils must be ensured, it may be necessary to remove the casualty or the rest of the pupils from the immediate areas.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The office must be notified and they will make arrangements to meet the ambulance. Parents and carers must be called as soon as possible, the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.
- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site must sign out. Pupil's parents must be informed at the earliest opportunity.

## **12 Off Site and residential arrangements**

When going off site, for day or residential visits, staff must take an off-site first aid kit. They must follow risk assessment procedures to consider the activity, location and journey and ensure that there is sufficient first aid provision to meet the needs. Staff accompanying pupils must be trained and competent to manage the specific medical conditions of those pupils.

## **13 Out of hours arrangements**

External agencies and/or third parties leasing the Academy are required, as per the lettings policy, to make their own provision for first-aid.

Ascent Academies' Trust staff lone working within the Academy needs to consider if they have access to a first aid kit and that they can summon help in an emergency. If not, they need to make suitable first aid provision.

## **14 Reporting**

All accident and incidents resulting in first aid should be recorded. The Accident Reporting Procedure is attached as an appendix to this policy.

Parents/carers must be informed of any head injury or bump to the head and children should be observed for 24hrs.

Serious accidents or incidents may need to be reported to the Health and Safety Executive. Any such accidents must be notified to the Director of Corporate Services and Incident Report form (IR1) completed and forwarded as soon as possible (see appendix 1).

The Trust will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and will act on any advice from those agencies.

## **15 Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

This and further information is also included in our staff handbook. Information on the current first aiders will be provided on staff notice boards and displayed around the academies.

## **16 Early Years and Foundation Stage (EYFS)**

In addition to the above policy where the pupil who has been injured is in EYFS, The Trust will ensure that parents and/or carers are informed of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

The Trust will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Appendix 1

# **ACCIDENT REPORTING PROCEDURE**

**SYSTEM AND GUIDANCE FOR THE INVESTIGATION &  
REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES**

## **Purpose**

The recording of accidents, incidents and near misses is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns. As a result of this information, measures can be put into place which will reduce the Trust's accident rates.

Nationally the HSE collects accident statistics. To facilitate this, they are supported by the legal requirements of RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Therefore, Ascent Academies' Trust is duty bound to report accidents that fall within the remit of RIDDOR 2013.

## **Scope**

This procedure refers to accidents, incidents and near misses involving all Ascent Academies' Trust's staff and students or accidents etc caused by their acts or omissions. Much will also apply if personnel are closely involved in any aspect of an accident. Agency staff working for the Academy must also be included as they are considered to be employees under health and safety law.

## **Responsibilities**

The Executive Head / Head of Academy has overall responsibility for the appropriate level of reporting. This duty is supported by the Director of Corporate Services. RIDDOR notification will be completed by the Trust's Health and Safety Advisor. Accidents and near misses to students, staff members and visitors will be recorded on the appropriate form which will be retained by the business support team.

Initial investigation of incidents, accidents and near misses is usually the responsibility of a member of the academy's Senior Leadership Team who may call upon advice from the Director of Corporate Services, the Trust's Facilities Manager or assistance from the Trust's Health and Safety Advisor (Avec Partnership) depending on the severity. From time to time, because of the nature of an incident, it may be the Health and Safety Advisor who leads the investigation. The Director of Corporate Services or a delegated staff member will liaise with the Health and Safety Advisor if required.

All dangerous occurrences and lost time injuries must be reported to the Director of Corporate Services who will report such events to the Trust's Health and Safety Advisor.

The Health and Safety Advisor has responsibility to retain correspondence from the HSE with regards to RIDDOR reportable accidents and present such information if requested by auditing authorities or Trustees.

## **Abbreviations**

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
HSE.	Health and Safety Executive.

## **Accident Definitions**

First Aid Treatment - A minor injury requiring treatment by a qualified first aider (minor cuts/bruises, foreign matter in the eye etc.) and resulting in no lost time beyond the school day or shift on which it occurs.

Minor Accident - A work related injury resulting in absence from work of between 1 and 7 days beyond the school day or shift on which it occurs

Lost Workday Case (Reportable Accident) - A work related injury, which causes incapacity for more than 7 days beyond the day on which it occurs

### **Accident Reporting**

In the event of any injuries being sustained on academy premises, the injured person or their representative shall notify an appointed First Aider. All injuries and subsequent treatment given will be recorded in the Academy First Aid /Accident Book.

Where a minor accident occurs the following procedure should be adopted with regards to the completion of forms

- Injured party or representative to complete form - SECTION 1
- Pass to Manager or supervising member of staff (this could be teacher in the class or head of department, whoever in charge) to complete - SECTION 2
- Pass to SLT to review and complete - SECTION 3
- SLT will assess whether further investigation is required eg
  1. If the accident is required by law to be reported to the Health and Safety Executive,
  2. If the accident could have resulted in serious consequences (what could have happened), and
  3. If the accident may result in a civil claim.

If further advice required, to be passed to DCS (to liaise with H&S advisor) and sign off - SECTION 4

Or, if no further action or advice required, Head of Academy to complete and sign off - SECTION 4

When all sections completed, form to be passed to the office to file (staff and pupils separately).

In the event that the accident/ incident was witnessed, a statement is to be recorded on the IR1 form under additional information

All the above mentioned reports are collated and kept readily available for inspection by the Director of Corporate Services, Trustees, the HSE or other relevant external authorities.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

Some incidents that happen in Academies', or during education activities out of Academy, must be reported to the Health and Safety Executive under RIDDOR. These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. The Trust's Health and Safety Advisor is responsible for reporting to the HSE all accidents/incidents that fall under the requirements of RIDDOR.

**Staff must report the following work related accidents, including those resulting from physical violence, if they injure either the Academy's Staff, or self-employed people working on the Academy premises:**

- accidents which result in death or major injury\* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than seven days.

**\*A major injury is classed as one of the following:**

- fracture other than to fingers, thumbs or toes;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;

- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
  - hypothermia, heat-induced illness or unconsciousness;
  - resuscitation or requiring admittance to hospital for more than 24 hours;
  - acute illness requiring medical treatment; or
  - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- any amputation;

### **Students and other people who are not at work**

The Director of Corporate Services should be informed if an accident happens to someone who is not at work, e.g. a pupil or visitor, when a) the person involved is taken to hospital and the accident arises out of or in connection with the work activity or b) the accident results in a fatality.

### **How does the Academy decide whether an accident ‘arises out of or is in connection with work’?**

An accident will be reportable if it is attributable to:

- work organisation (e.g. the supervision of a field trip);
- plant or substances (e.g. lifts, machinery, experiments etc);
- the condition of the premises.

### **Sports activities**

Accidents and incidents that happen in relation to curriculum sports activities and result in students being taken to hospital for treatment or results in a fatality are reportable.

### **Playground accidents**

Playground accidents due to collisions, slips, trips and falls are not normally RIDDOR reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment
- inadequate supervision.

### **Accident/ Incident frequency rates**

The accident / incident reports are reviewed by the Trust’s Facilities Manager and the Trust’s Health and Advisor each term.

Accident / incident rates are not required by any form of legislation. However, they are to monitor trends and provide a comparison to previous safety performance.





<b>Has the employee been unfit for work for More than 7 days: (excluding date of incident but including non-working days, i.e. weekends) (please circle/highlight)</b>		
Yes	No	N/A
<b>Are you satisfied that the person supervising the activity has conducted an appropriate investigation?</b>		
<b>What action have you taken to prevent a reoccurrence? (if applicable)</b>		
<b>Have you considered referral to HR/Occupational Health? (please circle/highlight)</b>		Yes      No
<b>Did the accident/incident occur during a recognized activity? (please circle/highlight)</b>		Yes      No
<b>Does the activity have a Risk Assessment? (please circle/highlight)</b>		Yes      No
<b>Name:</b>	<b>Contact Number:</b>	
<b>Job Title:</b>	<b>Signature:</b>	<b>Date:</b> /      /

**FOR OFFICE USE**

**Section 4:** To be completed by the H&S Advisor or reviewing officer

<b>Comments:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Feedback to Manager required? (please circle/highlight)</b> Yes      No		
<b>RIDDOR REPORTABLE? (please circle/highlight)</b> Yes      No <b>Date reported:</b> Date:      /      /		
<b>Report closed:</b>		
<b>Name:</b>	<b>Contact Number:</b>	
<b>Job Title:</b>	<b>Signature:</b>	<b>Date:</b> /      /

**Additional information:**