



GUISELEY SCHOOL

First Aid Policy

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Governors' Committee:	Resources Committee
Responsible Officer:	Facilities Manager

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Section 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.

Section 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Section 3. Roles and responsibilities

3.1 First aiders

Day-to-day, the School's First Aid is managed by the Customer Service Team and supported by the First Aid Co-Ordinator. They are responsible for:

- Ensuring trained first aiders are contacted to take charge of an incident 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 (see CF50 and CF50a guidance on SharePoint). Minor incidents are recorded on a spreadsheet accessible by all first aiders.
- Keeping their contact details up to date

There are currently 7 First Aid at Work trained first aiders on site. The names of these staff are kept in reception and shared with all staff regularly. All P.E. staff are first aid trained and are able to administer first aid in PE lessons and extra-curricular if required.

We also have 16 members of staff with an Emergency First Aid at Work certificate and 2 who have done Outdoor First Aid.

Responsibility for reviewing and updating the First Aid Policy sits with the Facilities Manager and their overview of Health and Safety within school.

3.2 The Governing Body

The Governing Body 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.

3.3 The Headteacher

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

- Ensuring that an appropriate number trained first aid personnel are present in the school at all times
- 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 appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Section 4. First Aid procedures

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 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 first aider will contact parents immediately or ask Reception to contact them while they remain with the pupil.
- 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.

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 trip leader prior to any educational visit that necessitates taking pupils off school premises.

Section 5. First aid equipment

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

- Regular and large bandages
- Eye wash vials
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Aprons
- Visor

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (*maintained centrally*)
- Science rooms (one in the Science Prep room kept stocked by Lab. technicians). Eye wash kits are kept in every Science laboratory.
- Design Technology rooms (*maintained by the department*)
- Staff room kitchen area (*maintained centrally*)
- Food Technology rooms
- Art Department
- PE Department (male and female)
- Library
- Student Support Centre
- First aid stocks are kept in Reception

A wheelchair and an Evac Chair are kept in the Care Suite for moving injured students.

Travel First Aid kits are also available from Reception for school trips, etc. and must be signed for and returned after the school trip or the department may incur a charge.

The school has six Evac Chairs (Emergency Evacuation) which are situated in the 6th form block (2), the General Teaching block at the top of each staircase (2) and the Sports and Arts block (2).

Section 6. Record-keeping and reporting

6.1 First aid and recording accidents

- First aiders need to take responsibility for their own record keeping, however the First Aid Co-ordinator or the Customer Services Team may assist with this. A computer is available in Reception for use by first aiders.
- A record on VUEpoint Ouch 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. First aiders should also record any minor injury on VUEpoint Ouch.

Records held on VUEpoint Ouch must be retained by the school for a minimum of 3 years from the date of the pupil leaving school. In some cases data may be retained up to 25 years from date of birth (where there are relevant safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil).

A record should be made on VUEpoint Ouch for each student who presents at First Aid, except in cases where it is simply a plaster that is being provided and the First Aider has checked that the child is not allergic to them. This applies wherever a child presents for First Aid around school and not just at Reception.

We must record the following details:

- Who has administered First Aid
- The reason the child has come to First Aid (e.g. nose bleed, migraine)
- What was administered (e.g. ice pack, antiseptic wipes)
- The outcome – e.g. child going home or returning to class

6.2 Reporting to the HSE

The Customer Services Team supported by the First Aid Co-Ordinator and Operations Director will keep records of both minor incidents, near misses and any accident or violent incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Forms are available from the Operations Director.

They will report these to Leeds City Council who will report them to the Health and Safety Executive as soon as is reasonably practicable and in any event within ten 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. Advice on reporting incidents can be obtained from Leeds City Council's Health and Safety Department. Further information on how to make a RIDDOR report is available from:

<http://www.hse.gov.uk/riddor/report.htm>

Section 7. Training

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

All first aiders must have completed a First Aid at Work 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.

Please refer to the First Aid Co-Ordinator for details.

Section 8. Monitoring arrangements

This policy will be reviewed every three years.

At every review, the policy will be approved by the Governing Body. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions.

Appendix 1: Record of first aid training

- 16 members of staff hold Emergency First Aid at Work certificates.
- 7 members of staff are currently First Aid at Work trained and are on call to provide first aid cover around the school. It is intended that at least 3 more members of staff undertake this training.