

Academy Policy

First Aid in Academies Policy

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1. Introduction

1.1 The aims of our first aid policy are to:

- a) Ensure the health and safety of all staff, pupils and visitors
- b) Ensure that staff and the trust board are aware of their responsibilities with regards to health and safety
- c) Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

2.1 This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- a) [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
- b) [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
- c) [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
- d) [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
- e) [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- f) [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- g) [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2.2 This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1. Appointed persons and first aiders

3.1.1 The Academy appointed person is Luke Sisson, Trust AP Lead. They are responsible for ensuring all education providers are compliant with policy. This is checked through quality assurance processes and the annual safeguarding audit. The term education provider is used to describe all education settings that pupils access who are on roll at Unity Academy. The education providers that our pupils attend are either free or independent schools or Local authority approved alternative provisions.

3.1.2 All education providers will have an appointed lead for first aid. They are responsible for:

- a) Taking charge when someone is injured or becomes ill
- b) Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- c) Ensuring that an ambulance or other professional medical help is summoned when appropriate

- d) First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - a. 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
 - b. Sending pupils home to recover, where necessary
 - c. Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
 - d. Keeping their contact details up to date
- e) The names of the first aiders will be displayed prominently around the provision.

3.2. The Governing Board

- 3.2.1 The governing board has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the principal and staff members.

3.3 The Principal

- 3.3.1 The Academy Principal is responsible for the implementation of this policy by quality assuring each provider. This includes:
- a) Ensuring that an appropriate number of first aiders are present and trained in each setting
 - b) Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
 - c) Ensuring all staff are aware of first aid procedures
 - d) Ensuring appropriate risk assessments are completed and appropriate measures are put in place
 - e) Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
 - f) Ensuring that adequate space is available for catering to the medical needs of pupils
 - g) Reporting specified incidents to the HSE when necessary (see section 6)

3.4 The Staff

- 3.4.1 The staff in the education providers are responsible for:
- a) Ensuring they follow first aid procedures
 - b) Ensuring they know who the first aiders and/or appointed person(s) in school are
 - c) Completing accident reports (see appendix 2) for all incidents they attend to where first aider is not called
 - d) Informing the headteacher or their manager in their setting of any specific health conditions or first aid needs
 - e) Informing Unity Academy if first aid has been administered to one of our pupils.

4. First aid procedures

4.1. On site procedures

- 4.1.1 In the event of an accident on site resulting in injury, the education provider will:
- a) 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

- b) 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 the scene until help arrives
- c) The first aider will also decide whether the injured person should be moved or placed in a recovery position
- d) If the first aider judges that a pupil is too unwell to remain on site, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- e) If emergency services are called, the provider will contact parents immediately
- f) 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

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

- a) A school mobile phone
- b) A portable first aid kit including, at minimum:
 - i. A leaflet giving general advice on first aid
 - ii. 6 individually wrapped sterile adhesive dressings
 - iii. 1 large sterile unmedicated dressing
 - iv. 2 triangular bandages – individually wrapped and preferably sterile
 - v. 2 safety pins
 - vi. individually wrapped moist cleansing wipes
 - vii. 2 pairs of disposable gloves
- c) Information about the specific medical needs of pupils
- d) Parents' contact details

4.2.2 When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- a) 10 antiseptic wipes, foil packed
- b) 1 conforming disposable bandage (not less than 7.5cm wide)
- c) 2 triangular bandages
- d) 1 packet of 24 assorted adhesive dressings
- e) 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- f) 2 sterile eye pads, with attachments
- g) 12 assorted safety pins
- h) 1 pair of rustproof blunt-ended scissors

4.2.3 Risk assessments will be completed by the education provider prior to any educational visit that necessitates taking pupils off school premises and these risk assessments will be made available on request to Unity Academy.

4.2.4 There will always be at least one first aider on trips and visits.

5. First aid equipment

5.1 A typical first aid kit at education provider settings will include the following:

- a) A leaflet with general first aid advice Regular and large bandages
- b) Eye pad bandages
- c) Triangular bandages
- d) Adhesive tape
- e) Safety pins

- f) Disposable gloves
- g) Antiseptic wipes
- h) Plasters of assorted sizes
- i) Scissors
- j) Cold compresses
- k) Burns dressings

5.2 No medication is kept in first aid kits.

5.3 Each setting will store the first aid kits in appropriate places such as main reception, practical rooms such as labs, school vehicles and kitchens.

6. Record keeping and reporting

6.1. First aid and accident record book

- 6.1.1 An accident form will be completed by the relevant member of staff/first aider on the same day or as soon as possible after an incident resulting in an injury
- 6.1.2 As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- 6.1.3 A copy of the accident report form will also be added to the pupil's educational record on CPOMS and or appropriate electronic recording system.
- 6.1.4 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

6.2 Reporting to the HSE

- 6.2.1 The leader in each setting 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).
- 6.2.2 The job title of relevant member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

6.3 School staff: reportable injuries, diseases or dangerous occurrences

- 6.3.1 These include:
 - a) Death
 - b) Specified injuries, which are:
 - i. Fractures, other than to fingers, thumbs and toe
 - ii. Amputations
 - iii. Any injury likely to lead to permanent loss of sight or reduction in sight
 - iv. Any crush injury to the head or torso causing damage to the brain or internal organs
 - v. Serious burns (including scalding) which:

- Covers more than 10% of the whole body's total surface area; or
- Causes significant damage to the eyes, respiratory system or other vital organs
- c) Any scalping requiring hospital treatment
- d) Any loss of consciousness caused by head injury or asphyxia
- e) 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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the leader in each setting will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- f) Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - i. Carpal tunnel syndrome
 - ii. Severe cramp of the hand or forearm
 - iii. Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - iv. Hand-arm vibration syndrome
 - v. Occupational asthma, e.g. from wood dust
 - vi. Tendonitis or tenosynovitis of the hand or forearm
 - vii. Any occupational cancer
 - viii. Any disease attributed to an occupational exposure to a biological agent
- g) 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:
- h) The collapse or failure of load-bearing parts of lifts and lifting equipment
- i) The accidental release of a biological agent likely to cause severe human illness
- j) The accidental release or escape of any substance that may cause a serious injury or damage to health
- k) An electrical short circuit or overload causing a fire or explosion

6.4 Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

6.4.1 These include:

- a) Death of a person that arose from, or was in connection with, a work activity*
- b) An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- c) *An accident "arises out of" or is "connected with a work activity" if it was caused by:
- d) A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- e) The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- f) The condition of the premises (e.g. poorly maintained or slippery floors)

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

Please refer to the Trust's Health & Safety Policy on who and how accident investigations should be undertaken.

6.5. Notifying parents

6.5.1 The appointed person at the education provider 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.

6.6. Reporting to Ofsted and Child Protection agencies

6.6.1 The Principal at Unity Academy 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.

6.6.2 The Principal will also notify Nottingham City School Safeguarding Hub, of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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

7.2 All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Each setting will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3). This training is checked as part of Unity Academy's safeguarding audit.

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

8. Monitoring arrangements

8.1 This policy will be reviewed and approved by the governing board annually.

9. Links with other policies

9.1 This first aid policy is linked to the following policies:

- a) Health and safety policy
- b) Risk assessment policy
- c) Policy on supporting pupils with medical conditions

Appendix 1 List of appointed persons for first aid and / or trained first aiders

Staff member's name	Role	Contact details

Appendix 2 Accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p>Describe in detail what happened, how it happened and what injuries the person incurred</p>			
Action taken			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
Follow-up action required			

Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again

Name of person attending the incident

Signature

Date

Appendix 3 First aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			


