



# **Biddick** Academy

<b>Name of Policy</b>	<b>First Aid</b>
<b>Aims of Policy</b>	The aims of our first aid policy are to: <ul style="list-style-type: none"><li>• Ensure the health and safety of all staff, pupils and visitors</li><li>• Ensure that staff and Trustees are aware of their responsibilities with regards to health and safety</li><li>• Provide a framework for responding to an incident and recording and reporting the outcomes</li></ul>
<b>Date Valid</b>	<b>January 2024 To January 2025</b>
<b>Date of Approval</b>	<b>December 2023 - Headteacher December 2023 - Full Trustee Board</b>
<b>Next Review and Approval Date</b>	<b>January 2025</b>
<b>Responsibility for Review</b>	<b>Director of Business and Finance</b>

## 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 Trustees 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](#) 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 incidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such incidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of incident 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

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

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is the Director of Business and Finance. 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 incident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

### **3.2 The Trustee Board**

The Trustee Board 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 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 incident 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

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an incident 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
- In the event of an injury resulting from a blow to the head the injured party should not be left alone. The Academy will contact home and advice given to seek medical advice
- If emergency services are called, the Student Office will contact parents immediately
- The first aider will complete an incident 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 groups of students off the school premises, staff will ensure they have the following:

- A school mobile phone
- A portable first aid kit (appropriate to visit)
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

If a trip is deemed to be of a high risk nature a First Aider will accompany the trip.

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.

## **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 Support
- Reception (at the desk)

- The Student Office
- Science labs
- Design and technology
- The school kitchens
- School vehicles
- Held by all first aiders

## 6. Record-keeping and reporting

### 6.1 First aid and incident record

- An First Aid Action 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 then filed in the student office
- A City of Sunderland on-line incident form (See ICT /Facilities Support to for help to access if required) has to be completed giving as much information as possible.
- Records are held by the Academy and their Health and Safety SLA provider. (City of Sunderland)

### 6.2 Reporting to the HSE

The Academy's Health and Safety SLA provider will keep a record of any incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Academy's Health and Safety SLA provider 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 incident leads to someone being taken to hospital
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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 incidental release of a biological agent likely to cause severe human illness
    - The incidental 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
  - Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- 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
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\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

### **6.3 Notifying Parents**

Parents will be informed of any accident or injury sustained by a pupil, and or any first aid treatment given, on the same day or as soon as reasonably practicable

### **6.4 Reporting to Ofsted**

Ofsted will be notified 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 Safeguarding Lead will also notify the appropriate local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

Academy 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 in First Aid at Work 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 3).

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 Director of Business and Finance every year.

At every review, the policy will be approved by the Headteacher.

## **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 conditions

## **10. Appendix 1: list of appointed person for first aid**



# **FIRST AIDERS**

**Karen Hughes  
Louise Kirkham  
Reece Jepson  
Colin Duncan  
Helen Hodgson  
Jen Cooksey  
Bryony Blanchard  
Kate Dyson  
John Jepson  
Kayleigh Murphy  
Michelle Wemyss  
Sarah Robinson  
James O'Byrne  
Lee Rossiter  
Natalie Hufton**

please see rota for availability



## 11. Appendix 2

# Health & Safety/First Aid Action Form

Date	Time
Staff Name	Job Title
Student Name	
Location	
Incident ( <i>What happened</i> )	
Injury Type ( <i>Cut, Graze, Burn, Scald, Bruise, Twist, Knock, Bump, Break etc.</i> )	
Part of Body Affected	Visual Evidence/Observations
Immediate Action	

First Aider Name
First Aid Treatment
Other Action ( <i>Ambulance/Hospital/Doctor etc.</i> )

Parents/Carers Notified ( <i>Names</i> )	
Telephone No	Time
Advice Given ( <i>Seek medical advice etc</i> )	
Notes	
Staff Name	Signature