



Regency High School First Aid Policy

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Authorised by: Chair of Governors

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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 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

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

3. Roles and responsibilities

3.1 First aiders

The school's first aider's details can be located in the front reception office and on information boards in the staff room. 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 accident 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing 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 trained first aid personnel are present in the school at all times guidance can be found on; <http://www.hse.gov.uk/pubns/indg214.pdf>
- 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 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

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 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 First Aider will contact 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

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 class teacher prior to any educational visit that necessitates taking pupils off school premises.

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.

Emergency Auto-Injectors (AAI) and Emergency Asthma inhalers are stored in the medical room. These are only to be used in emergencies; when the pupil's own medication is not working or is unavailable and only with prior consent from parents. Parental letters and consent forms – Appendix 4

- Auto-Injectors must only be used with named pupils according to individual care plans
- Asthma Inhalers must only be used with named pupils according to individual care plans

First aid kits are stored in:

- Site Management office
- Rebound Room
- PE Office
- PE Office (for Duke of Edinburgh)
- Science Classroom

- Science Classroom (burns kit)
- Fitness Room
- Swimming Pool
- Food Technology Classroom
- Food Technology Classroom (burns kit)
- Kitchen
- Kitchen (burns kit)
- Minibus – GX57 DXK
- Minibus – GX57 DXL
- Minibus – AV63 ODN

6. Record-keeping and reporting

6.1 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
- 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
- A copy of the accident report form will also be added to the pupil's educational record by the Administration Manager- Students and Families.
- 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.

6.2 Reporting to the HSE

The Administration Manager- Students and Families 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 Administration Manager- Students and Families 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

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>

7. 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 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 School Business Manager every two years.

At every review, the policy will be approved by the Headteacher and Chair of Governors.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- Risk Assessment for Medical Interventions

Appendix 1: First Aid Trained Members of Staff

Staff member's name	Role	Contact details
Cheryl Cannock	Teaching Assistant	5EM – 330
Rachel Priest	Teaching Assistant	5SRS (M-Th) - 355
Heather Walker	Teaching Assistant	3AK (M) - 235 Various (Tu-F)
Ann Gilchrist	Teaching Assistant	8LF - 347
Suzanne Nottingham	Teaching Assistant	Fitness - 314
Edwin Rodriguez Ovalle	Teaching Assistant	3SC - 330

Appendix 2: Accident Report Form

Accident forms are completed in school and approved for submission by the Headteacher via the online system to the Local Authority.

RIDDOR 3A

INJURY/AGGRESSION/VIOLENCE REPORT FORM

FOR ALL PERSONS EXCEPT PUPILS, YOUTH CLUB MEMBERS OR CHILDREN'S SOCIAL CARE CLIENTS

DIRECTORATE OF CHILDREN'S SERVICES Name of School, Unit or Centre

THIS FORM MUST BE SENT IN WITHIN 7 DAYS OF THE INCIDENT: SEE NOTES A7, A9, A10 ON CARD.

Sections A & B to be completed by injured person only if possible and report will not be delayed.

A. DETAILS OF INJURED PERSON (or person affected by aggression/violence) MALE

A.1. FORENAMES: _____ SURNAME: _____ A.2. FEMALE

A.3. Status of injured person at work or on premises:-

Employee Member of public Visitor Other (explain) _____

Trainee/student Contractor Client _____

Occupation or job title _____

A.4. Date of Birth: / / Age: _____ A.5. Home Tel. No: _____

A.6. Home Address: _____ Postcode _____

A.7. Type of injury _____ What part of the body was injured? _____
(e.g. Cut, Sprain, Fracture)

A.8. Attended Hospital? Kept in 24hrs? Dt. Called No Action First Aid
Which Hospital? _____ Sent Home

A.9. Did the person go sick after the accident? YES NO A.10. Date absence commenced _____

A.11. Normal hours of work of injured person: _____ to _____

A.12. Actual hours worked on day of injury: _____ to _____

B. DETAILS OF INCIDENT

B.1. Address of Incident: (if off premises) _____

B.2. Date of Incident: / / Time: / / (24hr clock) Postcode _____

B.3. Exact Location (see note B.3): _____

B.4. Has appropriate entry been made in Accident Book? YES NO Where is this held? _____

B.5. Explain what happened _____

(continue if necessary on separate sheet or attach separate report)

B.6. Name, Address, Telephone No of any witness(es): _____

B.7. Statement from witness(es) attached: YES NO
Form Completed by: _____ Signature: _____ Date _____

C. This section MUST be completed by the Headteacher or Head of Unit/Centre who should check that the form has been completed fully.

C.1. Who reported incident to you? _____

C.2. Who investigated the incident? _____

C.3. Is the description at B5 correct? YES NO Give Reasons _____

What action are you taking to prevent a similar incident? _____

continue if necessary on separate sheet

C.4. Signed _____ Name in Capitals _____ Date _____
Position _____ Telephone & Extension Nos. _____

Circulation:
GREEN - Directorate of Children's Services Health and Safety Copy
BLUE - Establishment Copy

OFFICE USE

MF

STATUS

D.O.B.

D M Y

AGE

INJ

BOD. PART

SIDE

ACTION

DATE

TIME (24hrs)

PLACE OF ACCIDENT

REPORT

WORK ACT.

CAUSE

DATE 2508 SENT

RECORD NO

REMEMBER TO ENTER DETAILS IN THE ACCIDENT BOOK

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)
First Aid Training	Cheryl Cannock	12/12/2016	12/12/2019
First Aid Training	Ann Gilchrist	24/03/2017	23/03/2020
First Aid Training	Suzanne Nottingham	30/06/2017	29/06/2020
First Aid Training	Heather Walker	24/03/2017	23/03/2020
First Aid Training	Edwin Rodriguez Ovalle	28/06/2018	28/06/2021
First Aid Training	Rachel Priest	28/06/2018	28/06/2021

Appendix 4: Consent Forms



CONSENT FORM

USE OF EMERGENCY SALBUTAMOL INHALER

Regency High School

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name
(print).....

Child's name:
.....

Class:

Parent's address and contact details:

.....
.....

Telephone:

E-mail:



CONSENT FORM

USE OF EMERGENCY Adrenaline Auto - Injector

Regency High School

Child who is known to have anaphylaxis is showing a reaction consistent with anaphylaxis

1. I can confirm that my child has been diagnosed with an allergy requiring the use of an Adrenaline Auto-Injector.

2. My child has a working, in-date injector, clearly labelled with their name, which they; bring with them to school every day / is held in school. (delete as appropriate)

3. In the event of my child displaying symptoms of anaphylactic reaction, and if their injector is not available or is unusable, I consent for my child to receive adrenaline from an emergency injector held by the school for such emergencies.

Signed:

Date:

Name
(print)

Child's name:
.....

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail: