



POLICY INFORMATION

Name of Policy/Procedure: **First Aid Policy**

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Reviewed by	Date	Approved
D Postlethwaite	Autumn Term 2020	FGB: 23/11/2020
D Jones no change	Autumn Term 2022	FGB: 07/12/2022
H Goodwin	Spring Term 2024	FGB: 20/03/2024

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are (see Appendix 1). 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 students 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 local authority and governing board

Cheshire East has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The School Business Manager/Office Supervisor

They are 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
- 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 students
- 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. These should then be passed to the Student Services Office or Office Supervisor in the main office.
- Informing the Headteacher or their Line Manager of any specific health conditions or first aid needs

4. First aid and student sickness 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 student 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, a member of the office staff 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. The Office Supervisor will then input it on PRIME if the student goes to hospital or the doctors.

4.2 Student Sickness procedures

- The school office has details of all medical problems of all students. Students may carry certain medication such as asthma inhalers by prior arrangement.
- Students must not carry any other medication; the school office is able to hold medication for use during the school day on receipt of a medical form from parents. This is kept in a locked cabinet in the Student Services Office..
- If a student complains of being unwell in the classroom and there is no obvious sign of sickness, the teacher should keep them in lesson for supervision in the first instance.
- If there is no improvement, the student should be escorted to Student Services.
- A student who needs to visit the toilet to be sick should be escorted by Code 1.
- Student Services will monitor the symptoms of any student who continues to be unwell and will contact parents for collection. Final permission should be obtained from a member of SLT.

4.3 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the visit leader 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
- Sick bags (bio hazard bag to put in if used)
- Sanitary wear

No medication is kept in first aid kits.

First aid kits are stored in:

- Main School Office
- Sports Hall
- Science Labs (Lab Tech room)
- All Design and Technology classrooms (Rooms D/E/P)
- Support Centre
- Learning Hub
- Dining Hall
- Staff Room
- English block
- Attendance Office
- Student services

Defibrillators are stored in the Main School Office, Sports Hall, Room D and the Dining Hall.

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 student's educational record by Student Services..
- 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 Main School Office 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 School Business Manager 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, and do so on a voluntary basis.

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 annually.

At every review, the policy will be approved by the Full Governing Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Administration of Medicine Guidance.

Appendix 1: list of trained first aiders



Ruskin First Aid

First Aid Trained

Mr Hartley: Year Achievement Manager

Mrs Batho: Curriculum Leader

Emergency First Aid at Work

Mrs Parkes

Mrs Keele

Mrs Wilkinson

Miss Bramley

Mrs Eddy

Mr McGregor

Mrs Bell

Mr Jackson

Mrs Bennett

Mrs Millington

Miss Lander

Mental Health at Work Training

Miss Goodwin

Mrs Simmons

Mrs Keele

Mr Vitalis

Miss Lander

Ms Webster

Appendix 2: accident report form

Accident/Incident Report Form v2



This form must be completed for all accidents, near misses (reportable diseases, dangerous occurrences) and physical/verbal assault at all premises under Council control or arising as a result of any operation undertaken by the Council as follows:

1 Details of injured person

Mandatory sections are marked *

Title	Surname*:	Forename*:	Age/DOB*:	M <input type="checkbox"/> F <input type="checkbox"/>
Address:		Postcode:		
Contact Telephone Number				
Employees only : Status* : Please select person type and complete relevant boxes				
Council Employee:	<input type="checkbox"/>	Job title:	Employee number:	
Division:	Service:	Team:		
Do you agree to a copy of this form being released to your Trade Union Representative? Y <input type="checkbox"/> N <input type="checkbox"/>				
Non employees only : Status* : Please select person type and complete relevant boxes				
Contractor / Consultant	<input type="checkbox"/>	Agency Worker:	<input type="checkbox"/>	Member of the Public: <input type="checkbox"/>
Pupil /Young Person:	<input type="checkbox"/>	Service User/Client:	<input type="checkbox"/>	PARIS ref number:
Other (Please State):				

2 Accident/incident detail

Date*:	Time*:
Location*: Inside <input type="checkbox"/> Outside <input type="checkbox"/>	Sub location*: e.g. car park, sports hall, kitchen
Weather Conditions	Light Artificial <input type="checkbox"/> Bright <input type="checkbox"/> Dark <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Not known <input type="checkbox"/>
Briefly describe incident and apparent cause, including events leading up to the incident, any equipment and PPE being used, assailant details etc. please continue on additional sheet if necessary: *	
(if other people involved, please list names and ages).	
Injury type and body area affected:	
What immediate action was taken to make the area safe/remove hazard (for example spillage cleared up and warning signs displayed)? If no action was taken at the time please state none *	

3. Assailant detail – if a violent or aggressive incident:

Surname*:	Forename*:	Age/DOB*:	M <input type="checkbox"/> F <input type="checkbox"/>
Address:	Postcode:		
Description;			
Status*: Please select person type and complete relevant boxes			
Council Employee:	<input type="checkbox"/>	Job title:	Team:
Contractor / Consultant	<input type="checkbox"/>	Agency Worker:	<input type="checkbox"/> Member of the Public: <input type="checkbox"/>
Pupil /Young Person:	<input type="checkbox"/>	Service User/Client:	<input type="checkbox"/> PARIS ref number:

4. Additional information

Did the Injured Person become unconscious * Yes <input type="checkbox"/> No <input type="checkbox"/> or Need resuscitation * Yes <input type="checkbox"/> No <input type="checkbox"/> Was any First Aid treatment given? * Yes <input type="checkbox"/> No <input type="checkbox"/> If yes above, what treatment? *	
Was treatment carried out by a person competent to give first aid treatment? * Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/> If Yes By Whom? Did Emergency Services attend? * Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one(s) attended? *	
Did the injured person go to hospital following the incident? * Y <input type="checkbox"/> N <input type="checkbox"/> If yes which one*: Was the injured person detained in hospital for more than 24 hours? Y <input type="checkbox"/> N <input type="checkbox"/> Not Known <input type="checkbox"/>	
If the injured person is an employee , did they return to work following the incident? * Y <input type="checkbox"/> N <input type="checkbox"/> If no, are they likely to be off work for more than 3 days? * Y <input type="checkbox"/> N <input type="checkbox"/>	Total absence if known:
Were there any witnesses? * Yes <input type="checkbox"/> No <input type="checkbox"/> (please give names of witnesses and attach witness statements if available) 1. Contact number. 2. Contact number.	
What action has been taken to prevent re-occurrence? * E.G. Refresher training, staff briefing, procedural review.	
Additional / follow up information: Please give details of guarding systems or other safety features/ hazard controls in place before the incident and any obvious deficiencies. (Including what if any personal protective equipment was provided / worn, what training had been given).	

Signed:

Date:

Inputted by:	Job Title	Date:
PRIME REF:	Documents scanned & attached? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Appendix 3: first aid training log

First Aid Training - Expiry Dates

First Aid Trained	Renewal Date
Steve Hartley	21/09/2026
Sharon Batho	21/09/2026

Emergency First Aid at Work Cert	Renewal Date
Sam Wilkinson	08/10/2024
Niall McGregor	08/11/2025
Nadine Eddy	08/11/2025
Jayne Bell	08/11/2025
Charlotte Bennett	06/02/2026
Charlotte Millington	16/05/2026
Claire Harrison	16/05/2026
Abbey Lander	08/10/2026
Andrew Jackson	08/10/2026
Sue Keele	12/10/2026
Sue Parkes	12/10/2026
Alice Bramley	05/11/2026

Paediatrics First Aid at Work	Renewal Date
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Outdoor Education First Aid	Renewal Date
Nadine Eddy	08/11/2025
Niall McGregor	08/11/2025
Jayne Bell	08/11/2025

Mental Health at Work
Hazel Goodwin
Laura Simmons
Sue Keele
Mike Vitalis
Abbey Lander
Liz Webster

mat leave 2023/24