



Royal Wootton Bassett Academy

First Aid Policy

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Contents

1.	1. Aims.....	2
2.	2. Legislation and guidance	2
3.	3. Roles and responsibilities	2
4.	4. First aid procedures	4
5.	5. First aid equipment.....	4
6.	6. Record-keeping and reporting.....	5
7.	7. Training	6
8.	8. Monitoring arrangements	6
9.	9. Links with other policies.....	7
10.	Appendix 1: list of appointed persons(s) for trained first aiders.....	8
11.	Appendix 2: accident report form.....	9
12.	Appendix 3: first aid training log.....	9

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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

All schools

- [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

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

During coronavirus: employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

3.1 Appointed person(s) and first aiders

At RWBA we have an appointed Lead First Aider or other recognised Volunteer Staff First Aider. 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 Lead First Aider and other recognised Volunteer Staff First Aider 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 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 accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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, an appointed relevant member of staff will contact parents immediately, as the first aider may be busy giving first aid.
- The Lead First Aider or other recognised Volunteer Staff 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 member of staff supervising the trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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:

- The medical room
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident 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
- 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
- Accident form should be obtained from the H&S Officer
- Accident form should be return to the H&S Officer
- A copy of the accident report form will also be added to the pupil's CPOMS record by the Student Manager. H&S Officer should ensure that a copy of the form is sent to the Student Managed to be uploaded to CPOMS
- 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 Health & Safety Officer and the Admin Manager 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 Admin 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 scalding 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)

6.3 Notifying parents

The Lead First Aider, a recognised Volunteer Staff First Aider or a member of the Leadership Team 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.

6.4 Reporting to Ofsted and child protection agencies

The Admin Manager or the HeadTeacher 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.

The Admin Manager or the HeadTeacher will also notify 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

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 Admin Manager every 3 years.

At every review, the policy will be approved by the Headteacher and the Local governing board committee.

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

Appendix 1: list of appointed persons(s) for trained first aiders

Legal Forename	Preferred Surname	Staff Job Title
Emma	Barnard-Williams	Teacher of Geog/D of E Manager
Angela	Bell	LT
Aline	Bellanger	Teacher of MFL
Beth	Bermingham	Teacher of Science, HOY
Laura	Bettis	TA
Tracey	Brown	Receptionist
Laura	Butler	Teacher of Science
Melissa	Cassidy	Teacher Geog/2nd in Geography
Claire	Chard	Teacher of Science, HOD
Theo	Church	Teacher of Geography, HOD
Shelly	Davies	Admin Manager
Georgina	Dell	Teacher of PE
Anna	Dickson-Miller	Admin
Callum	Edser	Teacher of MFI
Chris	Fay	Teacher of DT
Karen	Freakley	Teacher of Art
Oliver	Gibson	Teacher of PE, Head of House
Karen	Goddard	Teacher of Art
Samantha	Haswell	Head of Mathematics
Elizabeth	Hodgson	Teacher of music
Karen	Hunter	Teaching Assistant
Kellie	Innes	Lead First Aider
Zahir	Ishani	Lead Practitioner for e-Learning
Laoise	Kavanagh	Teacher of Music
Zoe	Markham-Lee	Head of Drama/HOH
Thomas	McLaren	Teacher of PE, HOH
Stephanie	Mortimer	Teacher of Science
Allison	Potter	Teacher of Maths
Jamie	Richards	2nd in PE
Sarah	Richardson	Teacher of English
Andrew	Robertson	Teacher of Art
Dimitrios	Salapatas	Teacher of Ethics and Philosophy, EPQ Co-Ordinator
Johnathan	Shephard	Teacher of Science
Keith	Shepperton	Teacher of Science
Philip	Smith	SSCO/KS2 PE Co-ordinator
Gary	Stone	Teacher of PAC
Hilary	Stubbs	6th Form Admin Support
Daniel	Webb	2nd in History/HOY
David	Williams	Teacher of Ethics and Philosophy

Appendix 2: accident report form

Accident report form can be located in the Health and Safety Officers office.

Appendix 3: first aid training log

Lead First Aider has a full List of Training Log for First Aiders in RWBA