



First Aid Policy

The Woodlands

Approved by: L Candler S Green **Date:** Sept 24

Last reviewed on: Sept 24

Next review due by: Sept 25

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	6
5. First aid equipment	7
6. Record-keeping and reporting	8
7. Training	10
8. Monitoring arrangements	11
9. Links with other policies	11
Appendix 1: list of trained first aiders	12
Appendix 2: first aid training log	13

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 members of the management committee 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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current pediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed Person(s) and First Aiders

The school's appointed person is Jade Lynas. 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 local authority and management committee

Durham County Council 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 management committee.

The management committee delegates operational matters and day-to-day tasks to the Executive Headteacher, SLT and staff members.

3.3 The Executive Headteacher / SLT

The Executive Headteacher / SLT 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 and/or appointed person(s) in school are
- Completing accident reports on the Extranet for all incidents they attend to where a first aider/appointed person, is not called
- Informing the Executive Headteacher / SLT 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 the 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/relevant member of staff will contact parents immediately
- 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

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

- A school mobile phone
- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

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:

- 10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the first aider 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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Orchard – Main Office
- The Elms – Main Office & Science Lab
- The Maples – School Office, Science Lab & Food Technology Room
- School Minibus

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
- A copy of the accident report form will also be added to the pupil's educational record by the J Lynas
- 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

Durham County Council 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 base manager 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.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) 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
 - 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

- 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, SLT will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- 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 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

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

*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>

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 2).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the Executive Headteacher annually. At every review, the policy will be approved by the management committee.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions policy

Appendix 1: list of trained first aiders

Staff Member	Type of Training	Base	Date Training Completed
Paul Bryan	**/**/**	Primary	Completed Nov 2021
Philippa Thorogood	*	Primary	Completed Mar 2022
Ian Lockey		Primary	Completed May 2022
Jade Lynas		Primary	Completed Mar 2022
Emily Nelson	***	Primary	Completed Apr 2022
Louise Wilson		Primary	Completed Apr 2022
Iain Mason		Primary	Completed Nov 2022
Georgie Robson		Primary	Completed Oct 2023
Daniel Parker		The Elms	Refresher 1 st Oct 2024
Saul Rowlands		The Elms	Completed July 2023
Emma Lawson	*	The Maples	Completed Mar 2022
Michaela Fairless		The Maples	Completed Mar 2022
Marisha Laing		The Maples	Completed Nov 2020
Andy Curry		The Maples	Completed Jun 2024
Sue Hewitson		AP	Completed Nov2023
Nick Jones		The Bridge	Completed Mar 2024
Helen Atkins		The Bridge	Completed Mar 2024
Steve Pearson		The Bridge	Completed Mar 2024
Kath Winter		The Bridge	Completed Mar 2024
Denise Armstrong	***	EHN	Completed June 2024
Karen Bloomfield		The Maples	Completed Mar 2022
Denise Taylor		EHN	Completed January 2021
Sue Durr	***	EHN	Completed Feb 2022
Kathryn McLaughlin		EHN	Completed June 2022
Abigail Paton		EHN	Completed June 2022
Marie Atherton		EHN	Completed June 2022
Lyndsey Brighton		EHN	Completed June 2022
Cheryl Hill		EHN	Completed June 2022
Andy Pritchard		EHN	Completed June 2022
Eva Larsen		EHN	Completed June 2022
Joanna Lovegreen		EHN	Completed July 2023
Leanne Partridge		EHN	Completed July 2023
Kieran Ferguson	Outdoor First Aid	EHN	Completed June 2024

Appendix 2: first aid training log

Staff Member	Type of Training	Base	Date Training to be renewed
Paul Bryan	**/**/**/**	Primary	Nov 2024
Philippa Thorogood	*	Primary	Mar 2025
Ian Lockey		Primary	Mar 2025
Jade Lynas		Primary	Mar 2025
Emily Nelson	***	Primary	Mar 2025
Louise Wilson		Primary	Mar 2025
Iain Mason		Primary	Nov 2025
Georgie Robson		Primary	Oct 2026
Daniel Parker		The Elms	Oct 2027
Saul Rowlands		The Elms	July 2026
Emma Lawson	*	The Maples	Mar 2025
Michaela Fairless		The Maples	Mar 2025
Andy Curry		The Maples	Jun 2027
Sue Hewitson		AP	Nov 2026
Nick Jones		The Bridge	Mar 2027
Helen Atkins		The Bridge	Mar 2027
Steve Pearson		The Bridge	Mar 2027
Kath Winter		The Bridge	Mar 2027
Denise Armstrong	***	EHN	June 2027
Karen Bloomfield		The Maples	Mar 2025
Sue Durr	***	EHN	Feb 2025
Kathryn McLaughlin		EHN	June 2025
Abigail Paton		EHN	June 2025
Marie Atherton		EHN	June 2025
Lyndsey Brighton		EHN	June 2025
Cheryl Hill		EHN	June 2025
Andy Pritchard		EHN	June 2025
Eva Larsen		EHN	June 2025
Joanna Lovegreen		EHN	July 2026
Leanne Partridge		EHN	July 2026
Kieran Ferguson	Outdoor First Aid	EHN	June 2027

Key: Type of Training

* Staff have undertaken a 3 day first aid course including Epi pen, inhaler and spacer training

** Staff have received 2-day outdoor pediatric training

*** First Aid Pediatric

**** First Aid Outdoor Incident Management

NB. All other staff have completed Emergency First Aid In The Workplace