



WROTHAM SCHOOL

First Aid Policy

Document Review

Governors approval Date:	January 2022
Committee Responsible:	Health and Safety Committee
Next Review Date:	January 2023

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, gender identification, sexual orientation, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school.

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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

*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 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. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

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

3.1 Appointed person(s) and first aiders

The school's appointed persons are Mrs S Reeve and Mrs D Emptage. 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
- Maintenance of the Defibrillator in accordance with manufacturers instructions.

First aiders are trained, qualified & competent 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 (This is found in reception – See appendix 2)
- Keeping their contact details up to date

Our school's appointed persons and 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.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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
- 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)

3.5 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 for all accidents, incidents and near misses 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
- New staff or temporary staff will have the policies explained as part of an induction process

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 relevant member of staff will contact parents immediately & complete a report under RIDDOR as soon as is reasonably practicable.
- 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
- The first aider / receptionist is to release the medical history of the patient to paramedics if required

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 relevant staff prior to any educational visit that necessitates taking pupils off school premises.

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

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
- Burns dressings
- Burns Kits
- Eye Wash
 - Mouth Guard for resuscitation

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Various Departments
- All science labs
- All design and technology classrooms
- The school kitchen
- School vehicles

5.1 Defibrillators

The school has three Defibrillators and these are kept in:

- Reception
- Science Department
- Sports Hall (for 3G use as well).

5.2 Anti-Choking Devices

- The school does hold any devices for Anti Choking

6. Record-keeping and reporting

6.1 First aid and accident record book – One accident book is held in Reception and one in the PE Department/Sports Hall. The Accident book used is compliant with GDPR.

- 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 relevant member of staff
- 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 Finance Director 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 Finance Director 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>

6.3 Notifying parents

The relevant staff member 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 Designated Safeguarding lead 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 Designated Safeguarding Officer will also notify the 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 the Headteacher and the Governors Health and Safety Committee every year.

At every review, the policy will be approved by the Headteacher and the Governors Health and Safety Committee

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 First Aiders

Staff member's name	Role	Contact details
Susan Reeve	Receptionist	Reception
Elizabeth Flannery	Teacher	PE Department
Stefan Boudreau	Teacher	History Department
Dave Scott	Teacher	Maths Department
Allison Sanders	Assistant SENCO	Support Staff
Debbie Emptage	Support Staff	Attendance Officer
Dan Weeks	Teacher	Maths Department
Lisa Young	Cover Supervisor	All departments
Alex Read	Teacher	PE Department
James Smith	Teacher	ICT Department
Karen Parry	Teacher	Science Department
Keir Williams	Teacher	SEND Department
Sarah Friend	Teacher	Geography Department
Sophie Fuller	Teacher	PE Department
Tom Grinstead	Teacher	PE Department
Liz MacRae	Teacher	Food Technology

Colin Vaughan	Site Manager	Site
Damien Zamblera	Teacher	Leadership Team/Maths Department
Anthony Pickles	Teacher	English Department

End

Appendix 2: incident form (at Reception and PE office)

<input type="checkbox"/>	Name	<input type="checkbox"/>	Date	<input type="checkbox"/>	Time	<input type="checkbox"/>	Person Completed
<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	Page	<input type="checkbox"/>	Completed	<input type="checkbox"/>	Person Completed
<input type="checkbox"/>	Event	<input type="checkbox"/>	Page	<input type="checkbox"/>	Completed	<input type="checkbox"/>	Person Completed
<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	Page	<input type="checkbox"/>	Completed	<input type="checkbox"/>	Person Completed

IMPORTANT: THIS FORM SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT
 Once completed, the form should be returned with payment to the person or their parent/carer (if the form is sent by post). The person who fills the accident form will receive a copy of the form with their own records before leaving the school.

ACCIDENT REPORT FORM

Details about the person who had the accident:

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Department: _____

Details about you, the person completing this form: Please complete if you are not the person who had the accident

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Department: _____

About the accident - Please use the back of the form if you require extra space

Where did the accident occur: _____ Date of accident: ____/____/____

When did the accident occur: _____ Please include day/week/month/year

How the accident took place - include the cause if known: _____

Details of any injury suffered by the person involved: _____

Has a first aid assessment been required?

The person involved in the accident should be asked to sign and date below if they consent to their details on this form being shared and made available to liability representatives and insurers (where appropriate) where relevant.

Signature: _____ Date: ____/____/____

Consent has been given to the school to use the information for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Has consent been given?

Signature: _____ Print Name: _____ Signature: _____

This form should be returned to the PE office (01473 82123) or a relevant member of staff (01473 82123) if the person who filled the form is not the person who had the accident.

Name: _____ Date: _____

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)
Level 3	Susan Reeve		31/03/2021*
<i>Emergency First Aid at Work</i>	Sarah Friend		21/06/2024
<i>Emergency First Aid at Work</i>	Anthony Pickles		21/06/2024
<i>Emergency First Aid at Work</i>	James Smith		21/06/2024
<i>Emergency First Aid at Work</i>	Alex Read		21/06/2024
<i>Emergency First Aid at Work</i>	Lisa Young		21/06/2024
<i>Emergency First Aid at Work</i>	Dan Weeks		21/06/2024
<i>Emergency First Aid at Work</i>	Keir Williams		21/06/2024
<i>Emergency First Aid at Work</i>	Sophie Fuller		21/06/2024
<i>Emergency First Aid at Work</i>	Tom Grinstead		21/06/2024
<i>Emergency First Aid at Work</i>	Karen Parry		14/05/2024
<i>Emergency First Aid at Work</i>	Elizabeth Flannery		01/10/2023
<i>Emergency First Aid at Work</i>	Stefan Boudreau		01/10/2023

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<i>Emergency First Aid at Work</i>	Dave Scott		01/10/2023
<i>First Aid at Work</i>	Allison Sanders		08/10/2023
<i>First Aid at Work</i>	Debbie Emptage		08/10/2023
<i>Emergency First Aid at Work</i>	Liz MacRae		21/06/2023
<i>Emergency First Aid at Work</i>	Colin Vaughan		04/12/2021
<i>Emergency First Aid at Work</i>	Damien Zamblera		04/12/2021

* Extended due to COVID/Lockdown