



First Aid Policy

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Approved by: Board of Trustees

Date: December 2019

Date of next review due: December 2020

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1. Aims

The aims of the policy are to:

- ensure the health and safety of all staff, students and visitors
- ensure that staff and trustees 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 students

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The academy has appointed staff who 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
- keeping their contact details up to date.

The academy keeps an up to date record of first aiders. Their names will also be displayed prominently around the academy.

3.2 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the academy, but delegates operational matters and day-to-day tasks to the Executive Principal and staff members.

3.4 The Executive Principal

The Executive Principal (with the Assistant Vice-Principal for Inclusion) is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of first aid trained staff are present in the academy 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).

3.5 Staff

Staff are responsible for:

- ensuring they follow first aid procedures
- ensuring they know who the first aiders in the academy are
- completing accident reports for all incidents they attend to
- informing the Executive Principal or their line 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 student is too unwell to remain in the academy, parents or carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or carers
- If emergency services are called, a member of staff will contact parents or carers immediately
- the 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 students off the 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 students
- parents' and carers' contact details.

Risk assessments will be completed by the responsible member of staff prior to any educational visit that necessitates taking students 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 academy 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
- antiseptic hand gel
- burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- the medical room at both campuses
- Fambridge Road Reception
- the kitchens at both campuses
- the site offices at both campuses
- faculty offices at both campuses where practical lessons take place.

An annual review takes place of the first aid kits to ensure equipment is in date and a record is kept.

6. Record-keeping and reporting

6.1 First aid and accident recording

- all accidents should be reported on the software platform 'Handsam' and 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
- 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 Director of Finance & Estates 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 Director of Finance & Estates 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 seven 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. Monitoring arrangements

This policy will be reviewed by the Executive Principal annually.

At every review, the policy will be approved by the Board of Trustees.

8. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Risk Assessment policy
- Policy on supporting students with medical conditions.