

Title	First Aid Policy
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Governor Link	Chair of Governors
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1 Statement of intent

- 1.1 Wootton Park School Academy Trust (“the Trust”) has overall responsibility for the provision of first aid to the Principal, teachers, non-teaching staff, learner and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.
- 1.2 Together, we are committed to achieving the following objectives:
- 1.2.1 to provide an accessible first aid policy;
 - 1.2.2 to ensure all first aid policies and procedures are based on an up-to-date risk assessment;
 - 1.2.3 to ensure all first aid equipment and facilities are suitable for purpose.

2 Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

The Board of Trustees, Chair of Trustees and Principal carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid,
- promoting and following this First Aid Policy,
- dedicating budget to the academies First Aid provision (including appropriate training),
- communicating effectively with parents, staff and learners,
- monitoring and reviewing First Aid procedures and practice.

2.2 Responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and Principal have assigned health and safety responsibilities as follows:

2.2.1 Health and safety Representative of the Board of Trustees

The Health and Safety Representative will report back on first aid issues in Health and Safety committee meetings which in turn reports back to the Trust Board.

He/she will take the lead in carrying out the required first aid risk assessment and periodic review of the first aid policy. He/she will seek support and professional advice from external advisors as necessary.

2.2.2 Senior Leadership Team and the Principal have the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate first aid induction training, relating to both whole school and any specific provision relating to their role in the school
- ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- ensuring that all the relevant checks are done on relevant equipment
- ensuring the competency of contractors that come into the school
- ensuring that all staff and learners are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department

2.2.3 All other member of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the school's first policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the learners taking part in the activity are sure of their own first aid responsibilities
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions

2.2.4 Learners

While school staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that learners understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, learners are expected to:

- take personal responsibility for themselves and others
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school code of conduct / school behaviour policy

2.2.5 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3 Arrangements for Health and Safety

3.1 Risk assessment

- 3.1.1 An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.
- 3.1.2 Risk assessments are stored in the school office and will be reviewed:
- at regular intervals
 - after serious accidents, incidents and/ or near misses
 - after any significant changes to workplace, working practices or staffing
 - following any identified trends or accident statistics
- 3.1.3 Risk assessment will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.
- 3.1.4 Specific needs include hazardous substances, dangerous machinery, staff or learners with special health needs or disabilities.

- 3.1.5 Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.

Covid-19 update

The government is moving away from stringent restrictions and targeted interventions to reduce the risk of the spread of Covid 19 and the operational guidance for schools from the government has been withdrawn.

The School will now consider Covid 19 as one risk amongst others in relation to health and safety risk assessments and managing risk. This will be reviewed as any guidance changes - Coronavirus (COVID-19) – Advice for workplaces (hse.gov.uk)

3.2 First aiders

- 3.2.1 The risk assessment will determine the minimum number of trained first aiders required and the Trustees or principal will monitor this to ensure that these standards are being met.
- 3.2.2 First aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff.
- 3.2.3 The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.
- 3.2.4 The Trust will monitor the expiration date of each first aider and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.
- 3.2.5 All volunteer first aiders must report to the Health and Safety representative / Principal with any questions or concerns in relation to their post.
- 3.2.6 A list of current volunteer first aiders is on posters around the school and in the main office.
- 3.2.7 This list will be displayed in the main reception of the school and other appropriate areas and updated when necessary.
- 3.2.8 The roles and responsibilities for first aiders are as follows:
- (a) acting as first responder to incidents that require first aid;
 - (b) administering immediate and appropriate treatment;
 - (c) contacting the emergency services when the situation requires;
 - (d) ensuring that the first aid boxes are adequately supplied;
 - (e) ensuring their first aid qualifications are up to date;
 - (f) keeping their contact details up to date;
 - (g) filing an accident report as soon as possible after the incident;
 - (h) Business Manager/Office Manager to report the incident to the HSE if required (see paragraph 3.5 below);
 - (i) consenting to having their names displayed around the school on the first aid list.

3.3 Equipment

3.3.1 The Trust will have a number of fully stocked first aid rucksacks which will be green in colour. The location of first aid equipment will be displayed around the school.

3.3.2 Each first aid rucksack will contain, as a minimum, the following:

- 1x First aid guidance leaflet
- 6x wrapped adhesive dressings
- 1x large wound dressing
- 1x medium wound dressing
- 1x small wound dressing
- 2x triangular bandage
- 2x safety pins
- 10x sterile wipes
- 2x disposable gloves
- 24x plasters (assorted sizes)
- 2x eyepads
- 1x blunt medical scissors
- 3x saline solution
- 2x burn gel/dressing
- 1x micropore tape
- 2x face masks
- 1x foil blanket
- 2 x ice packs, 2 x heat pads

3.3.3 A travel first aid rucksack must be taken on any off site visits or trips. This includes sporting events, school trips and site visits. A travel first aid rucksack must include the following as a minimum:

- 1x First aid guidance leaflet
- 6x wrapped adhesive dressings
- 1x large wound dressing
- 1x medium wound dressing
- 1x small wound dressing
- 2x triangular bandage
- 2x safety pins
- 10x sterile wipes
- 2x disposable gloves
- 24x plasters (assorted sizes)
- 2x eyepads
- 1x blunt medical scissors
- 3x saline solution
- 2x burn gel/dressing
- 1x micropore tape
- 2x face masks
- 1x foil blanket
- 2 x ice packs, 2 x heat pads

3.3.4 All public service vehicles used by schools e.g. minibuses must have on board a first aid rucksack with the following items contained:

- 1x First aid guidance leaflet
- 6x wrapped adhesive dressings
- 1x large wound dressing
- 1x medium wound dressing
- 1x small wound dressing
- 2x triangular bandage
- 2x safety pins
- 10x sterile wipes
- 2x disposable gloves
- 24x plasters (assorted sizes)

2x eyepads
1x blunt medical scissors
3x saline solution
2x burn gel/dressing
1x micropore tape
2x face masks
1x foil blanket
2 x ice packs, 2 x heat pads.

Covid-19 update

The Trust will ensure that all practicable measures as identified in the Covid-19 risk assessment will be taken regarding the use of equipment, including vehicles, to ensure risk infection control as far as reasonably practicable.

3.4 Facilities

- 3.4.1 The Trust will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. This room is located in the front school office.
- 3.4.2 Infection control and hygiene are of paramount importance and all staff and learners will be reminded to follow basic hygiene procedures at all times.
- 3.4.3 Disposable gloves and handwashing facilities will be made available.

3.5 Reporting an incident

- 3.5.1 The First Aider (or other relevant member of staff) should record the incident on “Medical Tracker” without delay and an email notification should be sent to parents (Lunch-time supervisors complete a paper form and hand to the front office for processing see Appendix 1). If the injury is severe or requires hospitalisation the Principal will be notified. Any head injuries will be notified to the relevant teachers who will be teaching the child for the rest of the day in case of a delayed reaction to the injury.
- 3.5.2 When an incident is reported the following information must be included:-
 - (a) the date;
 - (b) method of reporting e.g. via HSE website for RIDDOR;
 - (c) time and place of the event;
 - (d) personal details of those involved; and
 - (e) a brief description of the nature of the event or disease (factual account only).
- 3.5.3 This record can be combined with other accident records.
- 3.5.4 The records will be kept for a minimum of 3 years.

3.6 HSE notification

- 3.6.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

- 3.6.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises, the Principal will be the responsible person.
- 3.6.3 The following work-related accidents must be reported to the HSE:
- accidents which result in death or a specified injury must be reported without delay;
 - accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- 3.6.4 Reportable specified injuries include:
- 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:
 - cover more than 10% of the body; or
 - cause 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.
- 3.6.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a learner, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.
- 3.6.6 Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an ‘accident’ arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Covid-19 update

The Trust recognises the duty regarding school-based infections and will follow the guidance issued by the HSE. (Currently RIDDOR reporting of COVID-19 ([hse.gov.uk](https://www.hse.gov.uk)).

4 Procedures

4.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

- 4.1.1 The closest member of staff will seek the assistance of a qualified first aider.
- 4.1.2 The first aider will assess the injury and undertake the appropriate first aid treatment.
- 4.1.3 If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.
- 4.1.4 If deemed appropriate the first aider will contact the injured person’s emergency contact or next of kin.

- 4.1.5 The first aider or relevant member of staff will fill out the first aid and accident record book and include the required details.
- 4.1.6 If it is judged that a learner is too unwell to remain at school but does not require the assistance of the emergency services the first aider will contact the learner's parents or next of kin and recommend next steps to them.

4.2 Off-site procedures

When staff take learners off the school premises, they should ensure they have the following:

- 4.2.1 a first aid container consistent with paragraph 3.2;
- 4.2.2 a mobile, on which they can contact the school and the school can contact the staff member;
- 4.2.3 a list of the specific medical needs of the learners and any required equipment;
- 4.2.4 emergency contact details for the learners.

5 Medication

5.1 Administration of Medicine

Staff are not generally authorised to administer medicines. Parents wishing their child to receive, for example antibiotics, should aim to give these before or after session hours. Where this is not possible administration will only be undertaken by a qualified first aider. Any such administrations will be noted on a completed form (see appendix 2) or in the case of a controlled drug, the relevant medicine log book. Recording the following details: name of child, name of staff member, date, time, medicine, dosage, and expiry date as shown on container, parent signature or written permission authorisation. The Principal signs to agree medications on the form before these are administered. Any such medications brought into school will be kept by the staff clearly labelled and out of reach of the children. In the case of, for example, asthma, a child may need to use their inhaler under the supervision of a member of staff. Any such administrations will be noted on the completed form.

5.2 Learner carrying Own Medication

Should a learner carry and administer their own inhaler a different form is required (see appendix 3).

This Policy is to be read in conjunction with:

- supporting learners with medical conditions policy;

Injury Incident Report

Child's Name

Date of Incident

Time of Incident

Location of incident

Injury description & how it happened?

Treatment administered

MEDICAL TRACKER

CALL US ON: 020 3743 9599

Injury Type (tick one box):

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Head Injury | <input type="checkbox"/> Chest |
| <input type="checkbox"/> Right Shoulder | <input type="checkbox"/> Stomach |
| <input type="checkbox"/> Left Shoulder | <input type="checkbox"/> Right Hip |
| <input type="checkbox"/> Right Arm | <input type="checkbox"/> Left Hip |
| <input type="checkbox"/> Left Arm | <input type="checkbox"/> Groin Area |
| <input type="checkbox"/> Right Hand | <input type="checkbox"/> Right Knee |
| <input type="checkbox"/> Left Hand | <input type="checkbox"/> Left Knee |
| <input type="checkbox"/> Right Elbow | <input type="checkbox"/> Right Leg |
| <input type="checkbox"/> Left Elbow | <input type="checkbox"/> Left Leg |
| <input type="checkbox"/> Upper Back | <input type="checkbox"/> Right Foot |
| <input type="checkbox"/> Lower Back | <input type="checkbox"/> Left Foot |

Name of first aider

What happened next (tick one box):

- ☐ Student stayed at school
☐ Student went home
☐ Student went to hospital

OFFICE USE ONLY:

RECORDED ON MEDICAL TRACKER: ☐

Appendix 2

Administration of Medication Form

Parental Agreement Form for Administration of Medicines Wootton Park

School will not give your child medicine unless you complete and sign this form.

All medicines must be in the original container as dispensed.

Learner's Name	
Class	
Date medicine provided by parent/carer	
Prescribed or Over The Counter	
Name and strength of medicine	
Expiry date	
Reason for Medication to be given	
Dose to be given	
When to be given	
Possible side effects	
Any other instructions	
Daytime phone number of parent	
Name of GP	

The above information is to the best of my knowledge accurate at the time of writing and I give consent to the staff to administer this medicine in accordance with the school policy.

Parent's signature	
Print name	
Date	

If more than one medicine is to be given a separate form should be completed for each one.

Signed:..... (Principal)

Record of Medicine Administered

****ALL MEDICINES CAN ONLY BE GIVEN IN THE PRESENCE OF A WITNESS***

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Appendix 3 Learner Carrying Own Medication Form

LONG TERM MEDICAL NEEDS CONSENT FORM

Request for child to carry his/her own medicine

This form must be completed by a parent/carer

Learner's name:

Form Group:

Medical condition:

Name of medicine:

Administration instructions

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Procedures to be taken in an emergency

--

Emergency Contact Information

Name:

Relationship to Learner:

Daytime telephone number/s

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:

Date: