



The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

POLICIES, GUIDANCE AND PROCEDURES

First Aid Policy

Date Implemented: September 2019

Date Last Reviewed: August 2023

Date Governing Body Approved: September 2023

Review Period: Every 2 years

Staff Responsibility: Manda Sides

Date for Next Review: September 2025

Changes since last version:

Section	Details of change
3. Roles and responsibilities	<p>3.1 Designated Safeguarding Lead (DSL) removed from the first sentence and replaced with Head of School. Second sentence removed medical support assistant and replace with the office</p> <p>3.2 Local Authority removed and Governing Board added. Whole first sentence rewritten</p> <p>3.3 Designated Safeguarding Lead replaced with Head of Operations</p> <p>3.5 Third bullet point, the following was added '<i>and for completing the online Solero form when appropriate (see attached flowchart)</i>'</p>
4. First aid procedures	<p>4.1 Fifth bullet point Medical Support Assistant removed Sixth bullet point DSL replaced with Head of Operations</p>
6. Recording	<p>6.1 First sentence re written to reflect current practice. Third bullet point – Medical support assistant replaced with office staff</p> <p>6.2 First bullet point an example added Second bullet point added how show how to record Violent incidents to staff by pupils</p> <p>6.3 First sentence changed to reflect actual practice and remove medical support assistant</p>
7. Training	<p>Third sentence added to reflect employers are covered by employer liability insurance.</p>
8. Automated External Defibrillators (AED)	<p>New section added</p>

1. Aims

The aims of this first aid policy are to:

- Ensure the health and safety of all students, staff 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 the 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 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

3.1 Appointed person and first aiders

The heads of school have overall responsibility for first aid supported by the office staff. 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 (in consultation with the Heads of School or Designated Safeguarding Lead).

The schools within the federation have identified first aiders who 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

- 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

3.2 The Governing board

The governing body ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management, operational matters and day-to-day tasks to the Executive Head, Heads of School and the Head of Operations.

3.3 The Heads of School and Head of Operations

The Heads of School and the Head of Operations are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders 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)

3.5 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 on Arbor under '*Medical Event – Add - Accident/Injury, First Aid or Other*' as appropriate for all incidents they attend to where a first aider is not called and for completing the online Solero form when appropriate (see attached flowchart)
- Informing the Heads of School 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 or staff member is too unwell to remain in school, they will notify

the Heads of School or Executive Head

- The Heads of School or Executive Head will decide if parents/careers should be contacted with a recommendation to collect their child. In these circumstances, the Heads of School, other leadership staff, school office will make contact with parents/carers. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Executive Head, Heads of School or Head of Operations 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 students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- A hard copy of any students' Individual Healthcare Plans (IHPs)

The class teacher will complete risk assessments prior to any educational visit that necessitates taking students off school premises. Part of the risk assessment will take into account students' Individual Healthcare Plans (IHPs). There will be at least one first aider/staff member able to attend to specific needs identified on the IHP when 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
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- All classrooms used on a regular basis
- Reception (at the desk)
- School vehicles

6. Recording (see flow chart on page 9)

6.1 Recording on Arbor

First Aid and accident recording for students and staff alike will be done on Arbor under **Student/Staff Profile – (Add) Medical - Medical Event - add accident/injury, First Aid/ other**. These will be reviewed by the Head of School and Head of Operations. Incident statistics will be reported to the governing body on a termly basis.

- 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:
 - Date and time of incident
 - Location
 - What happened, how and what injuries were incurred
 - Actions taken in response to incident including first aid treatment, what happened immediately afterwards
 - If any follow-up action is required
- The office staff or other relevant staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- First aid and accident records will be retained by the federation 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 on SOLERO

Accidents and injuries involving students and staff must be recorded when:

- A significant accident, injury or 'near miss'. Major/more significant first aid required i.e. going to the hospital/doctors OR extremely likely potential for major injury **(If a behaviour, type would be recorded 'Dangerous' on Arbor)**
- Violent incidents to staff by pupils record on Arbor - **(Behaviour type would be recorded 'Dangerous' on Arbor)**. Record on Solero if the person had to go to the hospital or doctors.
- Violent Incident - Student on student violence - **(Behaviour type would be recorded 'Dangerous' on Arbor)**

See flowchart on page 9 for guidance.

6.3 Reporting to HSE

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) will be recorded on solero and a hard copy retained by the head of school.

The Head of School or the Head of Operations 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 serious 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. Training

All school staff are able to undertake first aid training if they would like to, dependent on the availability of funds.

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.

All trained staff will be covered by the schools employers' liability insurance.

Staff are encouraged to renew their first aid training when it is no longer valid. A list of first aiders can be found in appendix 6 of the Health and Safety Policy.

8. Automated External Defibrillators (AED)

Both schools have AED's on site (See DfE guidance on Automated external defibrillators (AEDs) in schools <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>.)

The AEDs in schools are located to ensure that they can be accessed quickly in an emergency. Ideally situated no further than a maximum of two minutes' brisk walk from the areas where they are most likely to be needed. See the respective Health and Safety policies for specific locations.

AEDs are designed to be used by anyone without any specific training and by following the step-by-step instructions provided by the AED at the time of use.

First aid at work training courses (FAW / EFAW) cover the use of defibrillators (prompts and how to respond and pad placement).

9. Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead every 2 years. At every review, the policy will be approved by the Executive Head, Heads of School and Governing Body.

10. Links with other policies

This First aid policy is linked to the

- Safeguarding and child protection policy
- Risk assessments
- Supporting students with medical conditions
- Health and Safety policy

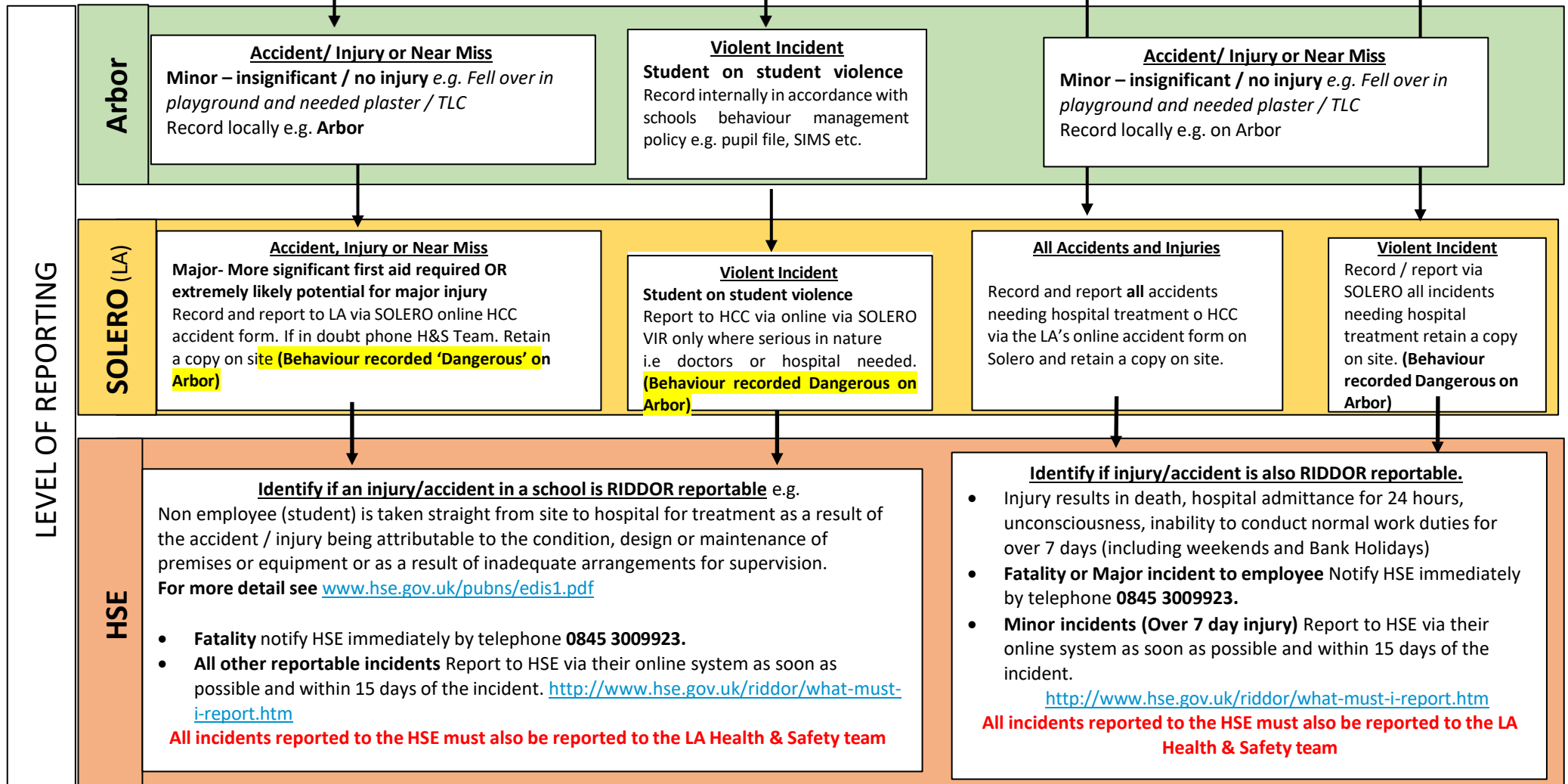
Federation Accident and Injury Reporting Procedures

NON EMPLOYEES

- Students
- Visitors to site
- Parents

EMPLOYEES

This includes volunteers, part time, temporary or a self employed person working on your site



- **THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY FOR COMMUNITY AND VC SCHOOLS**
- **Adult (18yrs plus) accident records need to be kept for at least three years.**
- **Student accident records need to be kept for three years from their 18th birthday, therefore, until they are 21.**