



First Aid Policy

POLICY LEAD	Matt Clark Vice Principal Safeguarding, Inclusion & Attendance
APPROVED BY	Lorraine Yates Trust Assistant Principal – Safeguarding & Attendance
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1. Aims

1.1 The aims of our first aid policy are to:

- Ensure the health and safety of all scholars, 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

2.1 This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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.

3. Roles and Responsibilities

3.1 Appointed Person

The school's appointed person is **Michelle Toop**. They are responsible for:

- Reporting any first aid incidents that require further action to the Principal,
- Maintaining oversight of first aid incidents log,
- Recording accidents on the Every System.
- Ensuring medication administered is logged according to the date/time/child/dosage and name of medication given.

- Identifying any additional training needs that are required by the Academy.
- Ensuring all scholar medication kept onsite is in date and stored correctly.
- Ensuring all spare epi pens, inhalers, spacers and diabetic emergency orange boxes are stored and logged.
- Ensuring that all temporary medicine for example: (antibiotics) is stored and recorded separately and disposed of after use
- Ensuring that all healthcare plans and parent consent forms are updated where necessary, reviewed on a yearly basis and contain accurate information.
- Ensuring that all parents/carers are made aware of any illness/injuries that require medical attention larger than a plaster.
- Ensuring that all medical kits are available in designated areas as outlined below and that all medical provisions are audited to ensure contents are well stocked and in date.
- Ensuring that the asthma grab box is available and information regarding the box is kept up to date, consent forms are signed and that the wider team are aware of it location.

3.2 First Aiders

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 take charge and assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment,
- Ensuring that an ambulance or any other professional medical help is summoned when appropriate,
- Sending scholars home to recover, where necessary,
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Astrea Academy Woodfield's appointed person 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 Principal and staff members.

3.3 The **Principal** 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 scholars,
- Reporting specified incidents to the Health and Safety Executive (HSE) when necessary.

3.4 **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 incidents they attend to where a first aider/appointed person is not called,
- Informing the Principal or their manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 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 scholar is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will provide recommendations for the parents,
- If emergency services are called, a member of SLT will contact parents immediately,
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

4.2 All drivers of academy vehicles (e.g. school minibus) are expected to carry a first aid kit with them at all times. The driver has the responsibility for its safe-keeping and to keep it adequately stocked.

5. First Aid Kit

5.1 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 dressing (cling film and vaseline)

5.2 No medication is kept in first aid kits.

5.3 First aid kits are stored in:

- The Medical Room
- Main Reception Office
- Department Areas: Science / Design & Technology / History / Geography / MFL Floor in English block
- Department Offices: PE / English
- School Kitchen
- School Vehicles
- The Drama Studio
- Referral Space
- Maths & Computing Block
- Art Block

6 Record-keeping and Reporting

6.1 First Aid and Accident Log

- An accident report 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
- A record of the incident will also be added to the scholar's educational record,
- Records held in the first aid log will be retained by the school for a minimum of 3 years.

6.2 **Reporting to the HSE.** The **Site Manager** 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). Details on this procedure can be found here: <https://www.hse.gov.uk/pubns/edis1.pdf>

6.4 Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

7. Training

- 7.1 All school staff are able to undertake first aid training if they would like to.
- 7.2 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, the training they have received and when this is valid until (see Appendix 1).
- 7.3 Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring

- 8.1 This policy will be reviewed by the **Vice Principal** every year.
- 8.2 At every review, the policy will be approved by the Principal and the Governing Board.

9. Links to Other Policies

- 9.1 This first aid policy is linked to the:
 - Health and Safety Policy
 - Policy on Supporting Pupils with Medical Conditions

10. Appendix 1 list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	COURSE ATTENDED	DATE ATTENDED	RENEWAL DUE
MICHELLE TOOP	SCIENCE TECHNICIAN	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026
RICKI KING	PYL	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026
STEPHANIE MILBURN	HISTORY TEACHER	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026
SHANNON WHITEHEAD	ADMIN – STUDENT SERVICES	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026
		LEVEL 3 PEDIATRIC FIRST AID	28.07.2022	28.07.2025
JOZEF BALAZS	HEAD OF OUTREACH	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026
JAMES GITTINS	HEAD OF KS3	EMERGENCY FIRST AID AT WORK	28.11.2023	28.11.2026