



# Holbrook Academy

## First Aid Policy

<b>Date Approved</b>	Governing Body	16 <sup>th</sup> July 2024
<b>Signed</b>	Helen Butler Chair of Governors	
<b>Minuted</b>	WGB Meeting 16 <sup>th</sup> July 2024	

*This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with students even where this is away from the Academy, for example at an activity centre or on an educational visit.*

Member of staff with responsibility for this policy.	Mrs A King, Assistant Headteacher – Safeguarding & Pastoral
Governor with responsibility for this policy.	
Policy review date	Summer 2025
What is the purpose of this policy?	To ensure the health and safety for all students, staff and visitors
What are its headline targets? (using quantitative and qualitative measures)	
How is this policy to be judged as successful?	

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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.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The Academy's appointed person is Mary Whiting (in her absence, Lauren Chittock/Nicola Marshall) who is 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 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 (see the template in Appendix 2)
- Keeping their contact details up to date

Our Academy's First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the Academy.

### **3.2 The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **3.3 The Headteacher**

The Headteacher 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 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 (see appendix 2) for all incidents which are recorded in the Accident Log
- Informing the Headteacher 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 seek the assistance of a qualified first aider 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/carers 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, a member of the office staff will contact parents/carers immediately

- The first aider or / member of staff involved, 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 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'/carers' contact details
- When transporting pupils using a minibus, the school will ensure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the EVC / Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

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

A defibrillator is stored in the main office – all First Aid trained staff are trained in the use of the defibrillator.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider or member of staff involved, 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

- 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 appointed person 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 appointed person, in consultation with the Headteacher, 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. (Please refer to HSE Education Information Sheet No 1 for Incident Reporting in Schools <http://www.hse.gov.uk/pubns/edis1.pdf> ). Fatal and major injuries and dangerous occurrences will be reported without delay (ie by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury (see Appendix 3) 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the appointed person, in consultation with the Headteacher, will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

- 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

### **Pupils and other people who are not at work (eg visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (eg inadequate supervision of a field trip)
- The way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- The condition of the premises (eg poorly maintained or slippery floors)

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.

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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 annually.

At every review, the policy will be approved by the Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and Safety policy
- Policy on supporting pupils with medical conditions
- Children with health needs who cannot attend school

## Appendix 1: List of Appointed Person and First Aiders

Staff member's name	Role	Contact details
Mary Whiting	Cover Manager	Main Office
Nicola Marshall	Attendance Officer	Main Office
Helena Lucas	Admin / Behaviour	Main Office / Behaviour
Lauren Chittock	Admin	Main Office
David Sansom	Assistant Headteacher	SLT
Kerrick Newstead	Assistant Headteacher	SLT
Heather Bruce	DT Technician	DT
Matthew Holmes	Head of Year / Head of RE	Sports Centre main reception
Andy Bartholomew	Head of PE	PE Department
Tristram Woods	Head of Year / Teacher of PE	Head of Year Office / PE Department
Andrew Clarke	Head of IT	Room 5
Lucy Gilbey	English Teacher	Room 12
Sujata McLaren	English Teacher	Room 14
Oma Adigwe	Maths Teacher	Room 27
Geno Footer	Lifeskills	
Sarah Adams	SSC / ELSA	
Alex Thompson	TA	
Ben Charway	Behaviour Assistant	Behaviour / Iso
Angela Baker	Premises Team	Evenings



## Appendix 2: Accident / Incident Report Form

Details of Accident / Incident			
<b>Name of Injured Person</b>	Staff / Student / Visitor	<b>Date</b>	
<b>Name of Member of Staff attending Accident / Incident eg Teacher</b>			
<b>Location of Accident / Incident</b>			
<b>Brief details of Accident / Incident</b> (What, where, when, who, staff and action taken)			
<b>First Aid Required</b>	Yes / No	<b>Name of First Aider</b>	
<b>First Aid Given</b> (brief outline)			
<b>Recorded in Accident Log</b>	Yes / No		
<b>Hospital Required</b>	Yes / No	If Yes, contact made by school or parent/carer?	
<b>Parent / Next of Kin contacted</b> (include date/time contact made)			
<b>Type of Incident</b>	Accident / RIDDOR	<a href="https://www.hse.gov.uk/riddor/reportable-incidents.htm">https://www.hse.gov.uk/riddor/reportable-incidents.htm</a>	
<b>Follow Up Action Required</b> ie update obtained to check on injured person, further investigation needed to establish facts or steps to be taken to reduce future risk			
<b>Signature of person attending Accident / Incident</b>		<b>Date</b>	
<b>Signature of Headteacher</b>		<b>Date</b>	

## Appendix 3 : Head Injury Protocols

A minor head injury can be a frequent occurrence in the school playground and on the sports field. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe injury to the brain, and concussion, (in particular repeated concussions), can be very serious.

Complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain up to 24 hours after the bump to the head. The presence or absence of a lump at the site of the bump is not an indication of the severity of the head injury.

If a child has a bump to their head at school, they will be given first aid which will include:

- The student will be encouraged to sit and rest in the medical area where our first aid trained staff will monitor them
- A cold compress will be applied
- The parent/carer will be contacted by phone
- We will seek immediate medical advice if symptoms such as mild dizziness and a headache get worse
- Parents/carers will be advised of the possible symptoms to look for below

**If any of the following symptoms are noticed over the following 24 hours, further medical advice should be sought urgently, either by calling 111, local GP or 999 for an ambulance or going directly to A&E:**

- Unconsciousness or lack of consciousness (for example problems keeping eyes open or increasing sleepiness).
- Increasingly severe headache that won't go away.
- Problems with understanding, speaking, reading or writing, or any problems with memory.
- A change in behaviour, like being more irritable.
- Numbness or loss of feeling in any part of the body.
- Problems with balance or walking, or general weakness or clumsiness.
- Dizziness.
- Any changes in eyesight - blurred or double vision.
- Any change to the appearance of the pupils - one pupil larger than the other.
- A black eye with no associated damage around the eye.
- Any vomiting or sickness.
- Any clear fluid running from the ears or nose.
- Bleeding from the ears.
- New deafness.
- Any convulsions or having a fit.

Please visit the [NHS website](#) for more information.