



---

# First Aid Policy

---

Document produced by : Tracey Richards

Date produced: July 2023 Adopted by Principal :

To be reviewed: Annually

## 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

## 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 guidance from the Health and Safety Executive (HSE) on incident reporting 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
- Academies, including free schools, if this policy complies with our funding agreement and articles of association.

## Roles and Responsibilities

**The main duties of a first aider in school are:-**

- to complete a training course approved by the Health and Safety Executive, as required
- to give immediate help to casualties with common injuries and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called

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

The school's appointed staff are stated below and 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

First aiders are trained and qualified to carry out the role 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

- 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 school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The school business manager to take charge of the first-aid arrangements. This includes looking after the equipment, facilities and calling the emergency services when required. Within this policy this person is referenced as 'Medical Officer'.

### **First Aid Facilities**

The school has a locked first aid medical cabinet located in the main school office. This cabinet contains any medication brought in by the students. A full first aid kit is kept in the school office which contains sufficient first aid materials to administer first aid as recommended by the HSE

### **Recording first aid treatment and incident reporting**

When first aid is given the first aider or appointed person must make a record of:

- Date, time and place of incident
- Name of the injured person/student
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (went home, went back to work, went to hospital)
- Name/Initials/Username of the first aider or appointed person dealing with the accident

A blank form is also included for recording incidents away from school. All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form should be kept with first aid equipment.

*All accidents (however minor) must be recorded in accordance with the Accident Reporting Policy. It is the responsibility of the school staff to ensure that the accident form is completed as soon as possible after the injury has occurred.*

### **If an Ambulance is required**

*When an ambulance is required, office must be informed. The person ringing the ambulance must stay with the injured party if possible to give up to date information to Ambulance Control. A member of staff should be sent to the outside front of school to greet and direct the paramedics to the injured party. The Principal should be informed as soon as possible. The ambulance crew will be responsible for the decision of which hospital the student is transferred too based on clinical need. Parents/Emergency contacts will be notified.*

### Calling the emergency services

In the case of major accidents, it is the decision of the first aider if the emergency services to be called.

If a member of staff is asked to call the emergency services, the must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

**In the event of the emergency services being called, a member of the Admin staff or another member of staff, should wait by the school entrance and guide the emergency vehicle.**

**If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.**

## Parental responsibilities

### Parental Responsibilities

Parents are responsible for ensuring that their son/daughter is well enough to attend school, and will be responsible for collecting their child from school if he/she is too ill to attend.

It is essential that parents provide the school with a daytime contact telephone number for use in case of emergencies.

It is essential that parents provide the Principal with sufficient information about their son/daughter's medical condition, including any allergies, and treatment or special care needed at school. They should, jointly with the Principal, reach agreement on the school's role in helping with their son/ daughter's medical needs.

Parents should sign a consent form authorising the school to given medication to their son/daughter for both short term as well as long term medical needs.

## Data Protection

Dorset Studio School must comply with the Data Protection Act 1998. All employees need to ensure the security and confidentiality of any personal data held by the school in whatever medium. This data must not be passed to a third party without permission.

The person who has received first aid must be told that a record is kept in accordance with guidance on first aid regulations, what information has been recorded and that any information recorded will only be revealed to those who need to process it.

Records should not be disclosed unnecessarily (including other records, which might be seen when a new entry is being made). They must be stored securely by the first aider or appointed person.