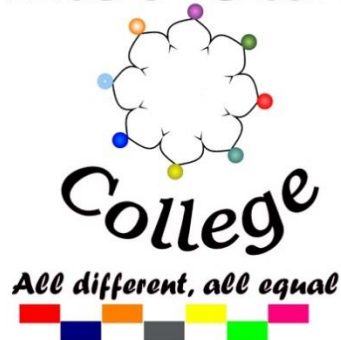


Rise Carr



Rise Carr College

First Aid Policy

STATUS	DATE
POLICY DATED:	September 2015
LAST REVIEWED:	March 2021
REVIEWED BY:	Sally Hudson
ADOPTED BY THE MANAGEMENT COMMITTEE:	Mar 2021
NEXT REVIEW DATE:	Mar 2022

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	5
5. First aid equipment.....	6
6. Record-keeping and reporting	7
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	9
Appendix 2: accident report form	1
Appendix 3: first aid training log.....	4

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 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(s) and first aiders

The school's appointed persons are:

KS3

Lisa Bowron
Alison Dixon
Tina Cockerill
Gary Arnold

KS4

Michael Chapman
Tina Carter
Paul Edwards
Carl Colmer
Claire Stapleton
Tina Gray

Clifton House
Kimberley Larry
Nichola Swankie

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

3.2 The local authority and governing board

Darlington Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

The headteacher 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
- 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- 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 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 is too unwell to remain in school, parents 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 staff member 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 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' contact details

Risk assessments will be completed by Gary Arnold prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider 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 (kept in Leadership Office for safety reasons)
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors (kept in Leadership Office for safety reasons)
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

Reception

Sports Hall Cupboard

Main Kitchen

Leadership Office

Room 1

Room 2

Room 3

Food Tech Room

Room 5

Science Room

The Zone

KS3 Sink Room

KS3 Lisa Room

6. Record-keeping and reporting

6.1 First aid and accident recording

- 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 all of the information included in the accident form at appendix 2
- A copy of the completed form will be sent to the HSE Officer at Darlington Borough Council
- Records held 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 School Business 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).

The School Business Manager 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 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

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>

6.3 Notifying parents

A staff member will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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 (see appendix 3).

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 every 2 years.

At every review, the policy will be approved by full management committee

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of appointed persons for first aid and trained first aiders

KS3

Lisa Bowron
Alison Dixon
Tina Cockerill
Gary Arnold

KS4

Michael Chapman
Tina Carter
Paul Edwards
Carl Colmer
Claire Stapleton
Tina Gray

Clifton House

Kimberley Larry
Nichola Swankie

Appendix 2: accident report form

GROUP:		SERVICE:	
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PART A DETAILS OF INJURED PERSON			
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Full Name :		Male/ Female	
Home Address:		Age/ D.O.B	
Tel. No.			
<input type="checkbox"/> Member of the Public <input type="checkbox"/> Pupil <input type="checkbox"/> Student <input type="checkbox"/> Trainee <input type="checkbox"/> Service User <input type="checkbox"/> Other – Please specify			
<input type="checkbox"/> Employee - Job Title			
If this report is not relating to an accident at work, is it (tick as appropriate and complete the form in relation to the instance)?			
<input type="checkbox"/> Occupational Ill Health		<input type="checkbox"/> Dangerous Occurrence	

PART B INJURED PERSON'S ACCOUNT OF ACCIDENT	
---	--

Date the accident happened:	
Time accident happened :	
Location of the accident :	
What happened (Describe how the accident happened and what you were doing at the time. If fall of person or equipment state height of fall. If machine or vehicle etc. involved state type and number) :	
Details of Injuries and Treatment (State right/left, Fracture, Break, Dislocation, Bite, Cut etc as appropriate and Hospital/First Aid Required) :	
Date accident was first reported :	
Who was it first reported to:	

Witnesses details			
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Name:		Name:	
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Address:		Address:	
Postcode:		Postcode:	
Phone Number		Phone number	

Name of person completing Part B		Date :	
Position :			
AND/OR Signature of injured Person :		Date :	

PART C SUPERVISOR'S/ LINE MANAGERS INVESTIGATION

Are you satisfied that the accident occurred on the date and at the time and location given in Part B?	YES/NO	If NO, give reasons and state discrepancies.		
Does Part B adequately and accurately describe how the accident occurred?	YES/NO	If NO, give further information as appropriate.		
Can you confirm the injuries and treatment stated in Part B:	YES/NO	If NO, state discrepancies		
Was the Injured Person;	<ul style="list-style-type: none"> • Given first aid at work YES/NO • Sent/ Taken Home YES/NO 	<ul style="list-style-type: none"> • Sent/ Taken to Hospital • Remain in Hospital for more than 24hrs 	YES/NO	YES/NO
Was the injured person authorised to be in the place where the accident occurred?	YES/NO	If NO, give further information as appropriate.		
Was the activity permitted?	YES/NO	If NO, give further information as appropriate.		
Was the injured person wearing the correct protective clothing/equipment at the time of the accident?	YES/NO	If NO, give details of omissions.		
Was accident due to possible defects in premises, equipment, tools or systems of work?	YES/NO	If YES, give details.		
What immediate action have you taken to prevent a recurrence and detail and recommendations to senior management?				
Name of Supervisor (Please Print Name) :			Tel No:	
Position		Signature		Date:

LOST TIME INFORMATION FOR EMPLOYEES ONLY :

Expected hours of work on day of accident	From:	To:	
Actual hours of work on day of accident	From:	To:	
Did accident result in absence from work (other than on day of accident)?	YES/NO	If YES, state number of days or indicate still absent:	

If NO, did the accident result in the injured person being unable to carryout a full range of their normal duties for a period of time?	YES/NO	If YES, state number of days required to carryout light / change in duties :	
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PART D MANAGER'S ASSESSMENT					
Proposed action to prevent a recurrence					
Specific requests to Health & Safety Officer					
Name of Manager (Please Print Name) :			Tel No		
Position		Signature :		Date :	

PART E HEALTH & SAFETY OFFICER'S COMMENTS/ ACTIONS						
Name of Health & Safety Officer:				Date :		
DATA RETENTION						
This record is to be destroyed in	3 years		25 years		Destroy Year	

Your information is process in accordance with current data protection legislation. Further information is available on the council's website at <http://www.darlington.gov.uk/your-council/data-protection-and-freedom-of-information/privacy-notice/>

Appendix 3: first aid training log

			Rise Carr College - Teaching & Classroom Based Staff													Clifton House					Admin and site											
Name of Course	Date	Renewal Date																														