



**THE FOUNTAINS  
HIGH SCHOOL**



**SOUTH DERBYSHIRE  
SUPPORT CENTRE**

# FIRST AID POLICY

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Review date: 12 May 2023

Created: April 2022

Ratified: 12 May 2022



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## AIMS & LEGISLATION

### 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

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 assess 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

This policy complies with our funding agreement and articles of association.



## **APPOINTED PERSON(S) AND FIRST AIDERS**

The school's appointed person(s) are Samantha Dallimore and Louise Burke at FHS and Leigh Locker. 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 Training) and 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
- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies

**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
- 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

Our school's first aiders are displayed prominently around the school.



## ROLES AND RESPONSIBILITIES

**The Governing Body** is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.
- 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 headteacher and staff members.

**The Headteacher** is responsible for the implementation of this policy, including;

- Ensuring that an appropriate number of qualified staff 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)

**Teachers and Support 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
- Informing the headteacher or their manager of any specific health conditions or first aid needs

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, it is not obligatory for any member of staff to provide this support.

**The school nurse** is responsible for

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.



## PROCEDURES

### Procedure when notification is received that a pupil has a Medical Condition

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan will be drawn up.
- Appendix A outlines the process for developing individual healthcare plans.

### First aid 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
- Do not move the child. If a school landline is not available, go to the school office and collect a mobile phone.
- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number for FHS: **01283 247580 (or school mobile being used) (07508 383362 if at Burton and South Derbyshire College)**  
The school's telephone number for SDSC: **01283 550667**
  2. Your name
  3. Your location: **The Fountains High School, Bitham Lane, Stretton, Burton upon Trent, Staffordshire DE13 0HB or  
Burton & South Derbyshire College Lichfield St, Burton upon Trent, Burton-on-Trent DE14 or  
South Derbyshire Support Centre, Memorial Hall, Main Street, DE11 0TW**
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises to open relevant gates for entry.
- Contact the parents to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.
- The 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

## OFF-SITE PROCEDURES & EQUIPMENT

### 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 the Class Teacher/ nominated visit leader prior to any educational visit that necessitates taking pupils off school premises.

### 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:

- Every classroom in their designated area
- Medical room
- The school kitchen
- School vehicles



## RECORD-KEEPING AND REPORTING

- An online accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. This form is sent electronically to Staffordshire County Council.
- As much detail as possible should be supplied when reporting an accident, including all of the information
- A copy of the first aid form will also be added to the pupil's educational record by the relevant member of staff.
- 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 as directed by our insurer.





## RECORD-KEEPING AND REPORTING

The relevant member of staff 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). This will be sent to Staffordshire County Council.

The Health and Safety Officer will report this 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:**

<http://www.hse.gov.uk/riddor/report.htm>

## FURTHER INFORMATION

### **Notifying parents**

The relevant 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.

### **Reporting to Ofsted and child protection agencies**

The relevant member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The relevant member of staff will also notify Staffordshire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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. Staff are encouraged to renew their first aid training when it is no longer valid.

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher and full board.

### **Complaints**

- An individual wishing to make a complaint about the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the Fountains' Complaints Policy.

### **School Insurance Policy**

The School Governing Body is responsible for ensuring that the appropriate level of insurance is in place.

### **Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.