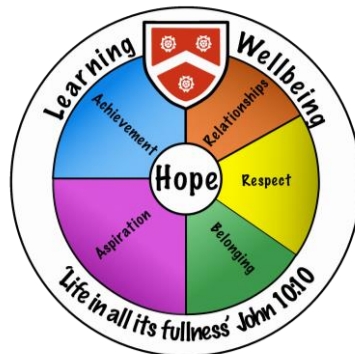


# Wadham School

## First Aid Policy



Who is responsible?	Ethos & Culture Committee
Statutory Policy	Yes
Review Timescale	Every 3 Years
Approval date	May 2021
Next Review	March 2024

Signed.....

Date.....

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## 1. Aims

The aims of the Wadham School first aid policy are to:

- Ensure the health and safety of all staff, students 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

Wadham School will have a sufficient number of suitably trained first aiders to care for students, staff and visitors in case they are injured on the school site. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

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

The school's appointed persons are Kym Toms and Adele Lockie. 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 students 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.

### **3.2 The local authority and governing board**

Somerset County 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.

### **3.3 The Headteacher**

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

- Ensuring that an appropriate number of 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 and students 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 resources are available for catering to the medical needs of students
- 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 is not called
- Informing the Headteacher or a member of SLT 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 student is too unwell to remain in school, parents will be contacted and asked to collect their son / daughter. Upon their arrival, the first aider may recommend next steps to the parents
- If emergency services are called, a member of the Admin team based in Reception will contact parents immediately
- The first aider or 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 students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip organizer and the Educational Visits Coordinator from SLT prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits unless the visit is to a location where there is access to a qualified first aider.

## **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
- 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:

- Student Services
- Reprographics
- ICT office
- Reception
- English Office – upstairs
- C02 – office
- Maths Office – upstairs
- MFL Office
- Cleaners office in main hall
- PE Dept
- Site Team Office
- Science prep rooms
- Student Support
- Bridge
- E01, E02, E03, E04
- A02 – RP office
- A06/A08 - Textiles / Food
- Finance / Cover Office
- 6<sup>th</sup> Form – LEB office
- Staffroom
- SLT Admin Office

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

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

- An accident form will be completed by the first aider or 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 accident report form will be kept by the Admin Assistant responsible for entering the details on the EEC system
- Minor injuries will be recorded in the medical tab on SIMS, which 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 Administration Assistant responsible for entering the details on the EEC system 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).

Somerset County Council via the EEC system 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 member of staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. All head injuries will be reported to parents / carers, no matter how minor the injury seemingly is.

## **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. Kym Toms 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 Appointed Persons and Deputy Headteacher every three years.

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

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

This first aid policy is linked to the

- Health and Safety policy
- Policy on Supporting Students with Medical Conditions



## Appendix 1: List of Trained First Aiders

Staff member's name	Role	Contact details
Kym Toms	Cover Co-ordinator	Ext 136
Adele Lockie	Attendance Officer	Ext 139
Rachel Theobald	Administrator	Ext 121
Dee Martin	Student Support Worker	Ext 169 (or radio)
Lorrie Mahoney	SLT Administrator	Ext 127
Sue Kinglake	TA	
Bee Powell	Cleaner	Radio channel 10
Paul Tomkins	Site Team Member	Radio Channel 10
Jamie Lemon	DT Technician	

## Appendix 2: Accident Report Form

### EEC Accident Report – Data Collection Form

(Version 1.3)

EEC **MUST** be used for reporting details of **INJURIES** that occur to our employees, visitors, pupils / children in our care, clients or service users as a result of an accident. IT IS NOT DESIGNED TO RECORD DETAILS OF OTHER SITUATIONS SUCH AS PHYSICAL RESTRAINTS UNLESS AN ACCIDENT INJURY OR NEAR MISS OCCURS AS A RESULT. IF RESTRAINTS NEED TO BE RECORDED IT SHOULD BE DONE SO AT A LOCAL LEVEL.

This form is designed to assist users of EEC in collecting the necessary data required to submit accident reports on the Accident Reporting module. Therefore, you do not have to use this form if you do not need it. You should enter a report for any incident which resulted in anything more than trivial first aid provision, or where the incident or near miss could have resulted in a serious injury. \*\*\*If you have any queries about whether an incident should be reported contact CHSU on 01823 355089\*\*\*

Your Establishment		Where did the incident occur?	
<b>1. ABOUT THE INCIDENT AND INJURED PARTY</b> (Consent given by the injured party to record personal information obtained) Yes / No			
Date of incident	Time	No. of injured parties: (The following data will be required for each party)	
Name	Date of Birth (If Known)	Home Phone (If Known)	
Address (If Known)	Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Trainee <input type="checkbox"/>
	Pupil/Student <input type="checkbox"/>	Client / Service User <input type="checkbox"/>	Public <input type="checkbox"/>
	NI Number (If known)		
<b>2. ABOUT THE INJURY</b>			
Nature of injury indicating affected body part (i.e. cut left leg, bruised right arm, etc.)		<b>***SCHOOLS ONLY***</b> Is the incident attributable to the condition of the premises, facilities or equipment? <input type="checkbox"/> Is the incident attributable to the quality and/or suitability of the supervision or instruction? <input type="checkbox"/> Did the incident occur during an organised activity? i.e. curriculum activities. <input type="checkbox"/> Did the injured party go absent from work as a result of this injury? <input type="checkbox"/>	
Was the injury to a member of the public, pupil or client / service user which meant they had to be taken from the scene of the accident to a hospital for treatment? <input type="checkbox"/>			
A minor injury (Including verbal abuse) <input type="checkbox"/>		Date of first first day of absence	
No injury – NEAR MISS <input type="checkbox"/>		Date returned to work (If known)	
What were the extent of the injuries? <input type="checkbox"/>	Unconscious <input type="checkbox"/>	Resuscitation <input type="checkbox"/>	Hospital for 24h+ <input type="checkbox"/>
None of these <input type="checkbox"/>			
<b>3. WHAT HAPPENED – Kind of incident (TICK ONE BOX)</b>			
Animal or insect related <input type="checkbox"/>	Exposed to Asbestos <input type="checkbox"/>	Harassment – Racial <input type="checkbox"/>	Injured whilst handling, lifting or carrying <input type="checkbox"/>
Contact with electricity <input type="checkbox"/>	Exposed to Fire <input type="checkbox"/>	Harassment Sexual <input type="checkbox"/>	Injury not related to a specific event <input type="checkbox"/>
Contact with hot surface or liquid <input type="checkbox"/>	Exposed to or contact with a harmful substance <input type="checkbox"/>	Harassment Other <input type="checkbox"/>	None – Near miss <input type="checkbox"/>
Contact with moving machinery or materials being machined <input type="checkbox"/>	Fall from bed <input type="checkbox"/>	Hit by a moving vehicle <input type="checkbox"/>	Other <input type="checkbox"/>
Drowned or asphyxiated <input type="checkbox"/>	Fall from height <input type="checkbox"/>	Hit by a moving, flying or falling object <input type="checkbox"/>	Repetitive Strain injury (RSI) <input type="checkbox"/>
Exposure <input type="checkbox"/>	Found on floor <input type="checkbox"/>	Injured whilst assisting client <input type="checkbox"/>	Road Traffic Accident <input type="checkbox"/>
Sipped, tipped or fell on same level <input type="checkbox"/>	Violence Physical Assault – Deliberate <input type="checkbox"/>	Sport <input type="checkbox"/>	Violence – Restraint and Control Incident <input type="checkbox"/>
Stepping on / Striking against a fixed or stationary object <input type="checkbox"/>	Violence Threatening Incident <input type="checkbox"/>	Tripped or crushed by something collapsing <input type="checkbox"/>	Violence – Verbal Assault <input type="checkbox"/>
Use of Hand Tools <input type="checkbox"/>	Work related non-sudden illness <input type="checkbox"/>	Work related non-sudden illness <input type="checkbox"/>	Work related stress <input type="checkbox"/>
<b>4. WHAT WAS INVOLVED?</b>			
Height of fall (if applicable)	Name of alleged assailant (if applicable)	Crime No. (if applicable)	
None – Near Miss <input type="checkbox"/>	Equipment/Furniture – Office <input type="checkbox"/>	Hot Surfaces/liquids <input type="checkbox"/>	Person – Other (Please state in description of incident) <input type="checkbox"/>
Animal/Insect – Dead <input type="checkbox"/>	Equipment/Furniture – Other <input type="checkbox"/>	Ladder or scaffolding <input type="checkbox"/>	Person – Relative of Client/Service User/ Pupil <input type="checkbox"/>
Animal/Insect – Live <input type="checkbox"/>	Exclusion <input type="checkbox"/>	Machinery/ Equipment – Other <input type="checkbox"/>	Portable power or hand tools <input type="checkbox"/>
Any material, substance or product being handled, used or stored <input type="checkbox"/>	Fire – Fire Fighting <input type="checkbox"/>	Machinery/ Equipment for lifting / conveying <input type="checkbox"/>	Process plant, pipe work or bulk storage <input type="checkbox"/>
Building, engineering structure or excavation / underground working <input type="checkbox"/>	Floor, ground, stairs or any working surface <input type="checkbox"/>	Movable container or package of any kind <input type="checkbox"/>	Recurring injury <input type="checkbox"/>
Construction materials, shunting and telework <input type="checkbox"/>	Gas, vapour, dust, fume or oxygen deficient atmosphere <input type="checkbox"/>	Pathogen or infected material <input type="checkbox"/>	Sport <input type="checkbox"/>
Electricity supply cable, wiring, apparatus or equipment <input type="checkbox"/>	Handling person <input type="checkbox"/>	Person – Client/ Service User/ Pupil/ Member of the public <input type="checkbox"/>	Vehicle or associated equipment / machinery <input type="checkbox"/>
Entertainment or sporting facilities or equipment <input type="checkbox"/>	Horseplay <input type="checkbox"/>	Person – Employee/ Colleague <input type="checkbox"/>	Violence incident <input type="checkbox"/>
OTHER: Please Specify <input type="checkbox"/>			

6. DESCRIPTION OF THE INCIDENT					
6. ADULT WITNESSES (This information should be collected for each witness)					
Name	Number of Witnesses (Max 5)	0	1	2	3
Address	Consent to record personal information obtained? <input type="checkbox"/>				
Job Title (if appropriate)					
7. WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT?					
What date was the injured parties line manager made aware of the incident?					
Please tick all the boxes which describe the action taken following the incident:					
First Aid Given <input type="checkbox"/>	Name of first aider	Taken Home <input type="checkbox"/>	Returned to work <input type="checkbox"/>		
Taken directly to hospital from the scene of the accident <input type="checkbox"/>	Admitted to Hospital <input type="checkbox"/>	None of the above <input type="checkbox"/>			
If taken to hospital provide the following details if known:					
Name of GP / Doctor that provided treatment:					
Name and address of Hospital attended:					
8. INVESTIGATIONS ****THIS IS A MANDATORY FIELD****					
<p>Each and every incident should be investigated. The investigation should be relevant to the type of incident that is being reported. Where you are conducting a full investigation, further guidance is available using the Investigating Accidents document E18, available from the H&amp;S Extranet. Some minor or trivial incidents may not require a full investigation. If this is the case, you should indicate why a full investigation has not been carried out, i.e. Sporting Injury No Investigation reqd, or Known Behavioural Issues No Investigation reqd, etc.</p> <p>At the time of the incident was the person authorized:</p> <p>To be where they were? <input type="checkbox"/> To be doing what they were doing? <input type="checkbox"/></p> <p>When conducting a full investigation please note and comment on the following:</p> <ul style="list-style-type: none"> <li>Describe any remedial actions planned or implemented to help reduce the likelihood of this type of incident reoccurring?</li> <li>What lessons were learned from the incident?</li> <li>Have you updated relevant documents e.g. policies, risk assessments etc and communicated these changes to people or teams you are responsible for?</li> <li>Do you require any further guidance or assistance from the Corporate Health &amp; Safety Unit in support of your investigations?</li> <li>Have you uploaded any relevant documents e.g. photos, witness statements to B-Safe that will support the investigation?</li> <li>Explain the outcome of any investigation or indicate why an investigation is not required</li> </ul>					
YOU MAY SELECT 3 PEOPLE / MANAGERS TO BE AUTOMATICALLY ADVISED OF THIS INCIDENT					
1.					
2.					
3.					
<b>Close Report – No Further Action</b> once details have been entered onto the system					Yes No <input type="checkbox"/> <input type="checkbox"/>
DATA CAPTURER ..... DATE .....					
ENTERED ONTO EEC BY ..... DATE .....					
<p><b>YOU MUST ENSURE THAT THIS INFORMATION IS ENTERED ONTO EEC WITHIN 7 Days.</b></p> <p>A COPY OF THIS FORM <b>DOES NOT</b> NEED TO BE SENT TO CHSU</p> <p>For queries or guidance contact the Corporate Health and Safety Unit on 01823 355089</p>					

### Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			