



# THE BEMROSE SCHOOL

## FIRST AID POLICY

**MANAGER: M DENISON**

**Adopted: JULY 2023**

**Reviewed: JULY 2024**

### 1. Introduction

The Governing Body recognise their responsibilities in respect of the Health and Safety at Work Act 1974 and their obligations under the Health and Safety (First Aid) Regulations 1981. These regulations require employers to provide adequate and appropriate equipment, facilities and trained personnel to enable First-Aid to be given to employees if they are injured or become ill at work.

The governors are also aware of the need to assess the First-Aid provision required in respect of pupils at the school, both during normal school hours or on out-of-school trips. To ensure our First-Aid assessment is broad based and encompasses all potential scenarios, the forthcoming policy should be viewed in conjunction with the following statutory guidance:

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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.

## 2. Purpose

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.

The school's First-Aid Policy sets out the provision made by the Governing Body and the arrangements made so as to ensure that the requirements of the Health and Safety (First Aid) Regulations 1981 are met. The policy details the arrangements made in respect of:

- Responsibility for First-Aid arrangements
- Assessment of First-Aid needs
- Organisation of First-Aid provision and duties
- First-Aid training
- Monitoring of First-Aid provision and resources
- Reporting of injuries, diseases & dangerous occurrences Regulation (RIDDOR)
- The role of First Aiders in their care and monitoring of children with medical conditions in school
- Links to other school policies:
  - Safeguarding
  - Supporting pupils with medical conditions
  - Off site visits policy
  - Lone working policy
  - Health and Safety

## 3. Roles and Responsibility for First-Aid arrangements

Dependent upon the assessment of first aid needs – The School must have a sufficient number of suitably trained first aiders to care for employees and students in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. (The appointed person does not need to be a trained first aider.)

The expectations of the appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance are listed in this policy.

The Governing Body as the employer has overall responsibility for Health and Safety Policy and to ensure the school complies with the Health and Safety (First Aid) Regulations 1981.

- **The Governing Body** - has overall responsibility for the development of all Health, Safety and Welfare policies including the Health and Safety (First Aid) Regulations 1981. These regulations place a specific duty on the employer to ensure there are enough trained staff to meet the statutory requirements and

assessed needs, allowing for staff on annual / sick leave or off site.

- **The Executive Head Teacher** - is responsible for ensuring the Governing Body's policies are implemented, developing detailed procedures in relation to them and communicating these arrangements, including those for First Aid, to staff and parents.
- **Assistant Headteacher (AHT) Premises** and the Site Co-ordinator are responsible for ensuring that procedures are followed and to manage, on a day-to-day basis, those issues which may affect the health, safety, and welfare of those who use the school.
- **First-Aiders** – will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- **Teachers and support staff** – are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. Whilst Teachers' Conditions of Employment do not include giving First Aid in general, the Governing Body acknowledges that the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- **Parents and carers** – are required to notify the school immediately of any medical condition, which may require support as described in DfE statutory guidance "Supporting pupils at school with medical conditions." In situations where, Individual Health Care Plans have been produced parental support is necessary to ensure the plan is current, effective, and managed appropriately by those in school and the necessary medicines etc. can be administered and or changes to the school's assessment of First-Aid needs can be made.

The school's appointed person is the Site Co-ordinator (Nigel O'Reilly). He 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 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 listed in section 14. Their names will also be displayed in reception, next to the medical room.

#### **4. Assessment of need**

First-Aid provision in the school will be based on the outcome of an assessment of need undertaken by the Site Co-ordinator.

The assessment will identify and record significant risk in the workplace from:

- Hazardous substances (COSHH)
- Tools or equipment
- Machinery
- Manual handling
- Level of risk in specific areas
- Accident and or ill health records
- Numbers employed.
- Nature of workforce – (experience, disabilities, or specific health issues)
- Shift patterns and lone working
- First-Aid training requirements
- Geography of the site
- Visitors and contractors
- The needs of students at the school
- Off-site activities and school trips
- Out-of-hours arrangements for events such as – parent evenings, lettings or community events, holiday periods.

The assessment of First-Aid needs will be reviewed annually or at any time if there have been changes to the buildings, nature of use or activities, level of occupancy or any other significant event.

#### **5. Organisation of First-Aid provision and Duties**

The Governors will arrange for the appointment of a suitable number of people, as determined by the assessment of risk, to be responsible for First-Aid arrangements and to provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. The Governors will, through the procedures put in place by the Executive Head Teacher, provide adequate and appropriate resources, facilities, training, and guidance for staff who volunteer to be First-Aiders or appointed persons to help them cope with their duties and ensure their competence and confidence.

The Governing Body will delegate the monitor of this to the Resources Committee

##### **5.1 Duties and competence - the Site Co-ordinator will:**

- Ensure that an accident or incident report is completed for the attention of the Executive Head Teacher.

- Monitor First-Aid provision, including restocking First-Aid boxes.
- Check, update and replace as required First-Aid signs and notices Inspect First-Aid equipment and facilities such as Wheelchairs – Medical couch – Medical room – First-Aid kits and resources.
- Ensure facilities are in place for the clearance and disposal of medical waste using yellow clinical bags/storage boxes/sharps boxes and that the clinical waste is collected and disposed of in a recognised way.
- Report to their Line Manager or if possible, rectify any defects identified immediately.

## 5.2 Duties and competence – First Aider

A First Aider will:

- Complete an approved training course every three years.
- Hold a valid approved First Aid certificate.
- Receive refresher training every three years.
- Take charge when someone is injured or falls ill.
- Call an ambulance if required.
- Liaise with the ambulance crew or paramedics arriving on site.
- Contact next of kin in the event of illness or injury at the request of the sick or injured person (**but not in the event of a severe injury or fatality when a member of the Leadership Team will inform the appropriate persons**)
- If working in the EYFS phase of the school hold a valid Paediatric First Aid certificate.
- Be qualified in the use of Heartstart defibrillator equipment which is available on site.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Complete a record of any First-Aid treatment given.

## 6. Organisation of First-Aid provision

The **primary phase** building has a medical room adjacent to the reception office, with a toilet and disabled facilities adjacent to it. At least 1 person who has a current Paediatric First Aid (PFA) certificate must be always on the premises.

The medical room is equipped with:

- Heartstart defibrillator.
- Lockable medicines refrigerator, First-Aid dressing container.
- Medical waste bin and sharp container, sink with hot and cold running water.
- Wheelchair.
- First Aid Box in EYFS.
- Spare Epi pen and inhaler clearly labelled in unlocked accessible cupboard.

The **secondary phase** has a medical room that is situated in the reception area. There is a toilet and disabled facilities in close proximity to the medical room.

The medical room is equipped with:

- Heartstart defibrillator.
- Medical couch and privacy screen.
- Lockable medicines refrigerator.
- First-Aid dressing container.
- Medical waste bin and sharp container.
- Sink with hot and cold running water.
- A wheelchair is also kept at this location. A second wheelchair is located on the ground floor, staffroom in Oaktree.
- First Aid boxes are located in higher risk areas - Cherrytree, Elmtree, Sports hall, Making Area, Food Room, Textiles Room, Woodshop.
- Student reception staff and the Site coordinator are both appointed persons and qualified First Aiders.
- Lists of First Aiders and the means by which they can be contacted are displayed in reception of primary and secondary phase.
- Spare Epi and inhaler clearly labelled in unlocked accessible cupboard.

All cases of illness or minor injury involving pupils are referred to the medical room by the person responsible for the pupil concerned.

More serious injuries are referred to a First Aider, directing them to the incident to assess the casualty and treat at the scene. The First Aider has access to a First Aid “grab bag” for use at the scene of the incident.

First-Aid can be summoned by telephone or two-way radio.

Whenever the School minibus is being used or students are being taken on an external trip an appropriate first-aid kit must be taken. A check of the contents of the kit must be undertaken before leaving the school site. If there are two buses, there must be a kit on each bus. It is recommended to also take sick bags and clearing up towels.

A school is considered as a low-risk workplace environment by the HSE. Where there are more than fifty personnel, at least one First Aid at Work (FAW-a trained first aider) is suggested by the HSE and thereafter at least one FAW for every one hundred persons. Currently the school has sixteen fully trained up to date FAW, with at least one in each of the school's separate buildings. The main building, Oaktree, Elmtree, Primary.

The Bemrose School has in place various mental health first aid facilities. These are based in Cherrytree and on the Balcony (Action 4 children) and the Calm Room. Students can access these facilities via their Head of House or key worker.

## **7. Hours of work**

The premises team are on site between 06:00hrs and 20:00hrs Monday to Friday during term time, working either in small groups or at the beginning or end of their shifts, in lone working situations.

The school itself is open to staff during term time from 07:00hrs each day. Most staff normally leave site by 16:00hrs. However, some members of staff may remain on site until after 19:30hrs to deliver “Night School”, Saturday school, holiday schools, summer schools and lettings.

In the period between 16:00hrs and 20:00hrs the qualified First Aider is the member of the premises team.

Lone working arrangements and procedures are detailed in the school’s Lone Working Policy Statement.

During holiday periods the school is open between the hours of 08:00 and 15:30 and members of the premises team are First Aid at work trained.

### **8. 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 including, at minimum:

The following are based on the HSE’s recommendation for a minimum travelling first aid kit – adapt the list to reflect your school’s first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile.
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents’ contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- antiseptic wipes, foil packed.
- conforming disposable bandage (not less than 7.5cm wide)
- triangular bandages
- packet of 24 assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- sterile eye pads, with attachments

- assorted safety pins
- pair of rustproof blunt-ended scissors

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **9. Monitoring of First-Aid provision and training**

The level of First-Aid provision will meet the requirements of the Health and Safety (First Aid) Regulations 1981.

Additional training will be provided for those providing support for pupils with medical conditions such as, for example, those with Insulin Dependent Diabetes and severe allergies.

The assessment of needs will be reviewed annually, or at any time if there have been changes to the buildings, nature of use, level of occupation or other significant events. This review will be reported to the Governors' Resources Committee.

All Staff will be informed of the First-Aid arrangements, including the location of equipment, facilities, and First-Aid personnel and of any changes to them.

The Site coordinator will monitor the number of First Aiders and appointed persons to ensure levels of First-Aid provision are adequate at all times. There will be enough trained staff across the school site at all times- for trips, summer school, EFYS, primary, secondary, and in the different buildings. (A minimum of twelve trained First Aid at work staff).

The School Business Manager will review the insurance arrangements prior to each renewal to establish that the insurance provides full cover against claims of negligence arising from actions of staff that, acting within the scope of their employment, assist with any form of First-Aid procedure.

Records of First-Aid training will be kept for all appointed people and First Aiders and reviewed annually by the individuals' line manager as part of the school's Performance Management programme.

All school staff can 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.

First-Aid containers, signage, notices, and information for staff concerning First-Aid

provision will be checked regularly by First Aiders, the Site Co-ordinator and AHT-Premises to ensure that:

- First-Aid containers are fully stocked, and First-Aid supplies are in date.
- Signage is in place.
- Information on notices is current and updated in line with any changes.

Anyone who is provided with a personal emergency “bum bag” First-Aid kit must ensure it is checked and restocked regularly and that all items are in date where appropriate.

## **10. Reporting of injuries, diseases, and dangerous occurrences**

Details of accidents, or incidents of any kind are recorded electronically, and anonymous hard copies are created and filed for reference.

All reported accidents will be recorded and when necessary, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR.) will also be reported to the Health and Safety Executive (HSE) online, by email or by telephone followed up in writing on form F2508 within ten days when necessary. In accordance with the regulations, accident records will be readily accessible and will be retained for a minimum of 3 years for staff or adults. If an accident involving a child occurs because of, or in connection with, the working environment or work activities and results in the person being injured or unwell these records will be retained until the child reaches the age of twenty-one.

Accidents or incidents involving pupils or visitors will be recorded separately within the electronic system. However, if an accident occurs because of, or in connection with, the working environment or work activities and results in the person being killed or taken to hospital from the site of the accident, such accidents will be reported to the HSE without delay, online, by email or by telephone followed up in writing on form F2508 within ten days when necessary.

In addition to the accident reports, a record of any First-Aid treatment given by First-Aiders will be kept and will include:

- The date, time, and place of the incident.
- The name (and form) of the injured or ill person (pupils).
- The name and address of the person injured or ill (staff, visitors, contractors).
- Details of the injury/illness and what First-Aid treatment was given.
- What happened to the person immediately afterwards?
- Collect witness statements.
- Name and signature of the First Aider dealing with the incident.

The Site Co-ordinator will regularly review the data provided by the accident reports and any subsequent investigations to:

- Help identify accident trends.
- Identify areas for improvement in the control of health and safety risk.
- Inform future First-Aid needs assessments.
- Support insurance investigations.

Details of accident and incident statistics, and any subsequent recommendations will be reported to the Governors in the Site Co-ordinator's report to the Health and Safety Committee.

## **11. Reporting to the HSE**

The Site Co-ordinator 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 Site Co-ordinator will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., 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 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 [job title of relevant member of staff] 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 (e.g., 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 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 (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., 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>

### **11.1 Notifying parents**

The Site Coordinator or another nominated person 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. Parents will also be informed if emergency services are called.

### 11.2 Reporting to Ofsted and child protection agencies (early years only)

The Executive Headteacher 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 Executive Headteacher will nominate a person to notify [local child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 12. Medication

First-aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. It is recommended that tablets and medicines should not be kept in the first aid container. Instead in a separate nearby labelled cupboard. Any medicines should be held securely in a designated safe location and only administered by trained staff in accordance with their up to date first aid training.

## 13. Accident /incident/illness report slip

The document below is used in school to record any accident/ injury that occurs in the workplace and where first aid is required. This is recorded by reception in the electronic accident log. This data is reported by the AHT-premises and site coordinator in the premises report to the governors and to the Health and safety committee.

<b>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</b>		Pupil's Name		Date	
				Time	
				Class	
Location and details of accident / incident / illness					
Head injury		Sprains/Twists		Parent/Carer Contacted	<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers from drowsiness, vomiting, impaired vision, or excessive pain after returning home.
Asthma		Nosebleed		Unable to contact Parent	
Bump/Bruise		Stomach pains/Upset tummy		Well enough to remain in school after First Aid	
Cut/Graze		Mouth injury/Tooth ache/ Loose or Missing Tooth		Collected from school	
Headache/ High temp.		Vomiting/Nausea		Authorised signature	
Details of Treatment and Additional Comments					

## **14.Names of qualified First Aiders**

### **Asthma, seizures and diabetes-**

Ann McCann  
Anna Bloor  
Emma Power  
Helen Winter  
Jason Pass  
Justine Merritt-Calladine  
Kam Johal  
Lisa Roberts  
Michael Denison  
Sharon Hoe  
Nigel O'Reilly

### **First Aid at Work-**

Nigel O'Reilly  
Alex Wilkinson  
Beau Watson  
Lisa Roberts  
Aimee Campbell  
Anna Bloor  
Ann McCann  
Helen Winter  
Jamie O'Reilly  
Katrina Borroff  
Michael Denison  
Justine Merritt-Calladine  
Rebecca Reeves  
Sharon Hoe  
Lee Titterton  
Rebecca Cooper

### **Mental Health First Aiders-**

Sam Mc Cauliffe  
Daniel Millward  
Sally Anne Johnson  
Amy Willmot

### **Pediatric First Aiders-**

Megan Treece Cross  
Emma Power  
Donna Newbold  
Lisa Roberts

Sarah Munn

### **Anaphylactic First Aiders-**

Leah Kellogg  
Justine Merret-Calladine  
Nigel O'Reilly  
Ann Scattergood  
Helen Winter  
Jason Pass  
Lisa Roberts  
Natalie Wilkinson  
Rebecca Cooper  
Michael Denison

### **Useful Guidance**

The following approved codes of practice, guidance or information sheets are available from the Health & Safety Commission (HSC) or the Health and Safety Executive (HSE)

#### Basic advice on First Aid at work (1997)

IND(G)215L – **free leaflets or available in priced packs**

ISBN 0 7176 1070 5

#### First-Aid at work – your questions answered (1997)

IND(G)214L - **free leaflets or available in priced packs**

ISBN 0 7176 1074 8

#### First-Aid at work – The Health and Safety (First Aid) Regulations 1981

Approved Code of Practice and Guidance (1997)

L74 ISBN 0 7176 1050 0 - **priced at £6.75**

#### First-Aid training and qualifications for the purposes of Health and Safety (First Aid) Regulations 1981 (1997)

ISBN 0 7176 1347 X – **priced at £8.50**

#### Everyone's guide to RIDDOR '95 (1996)

HSE31 - **free leaflets or available in priced packs**

ISBN 0 7176 1077 2

#### Reporting school accidents (1997)

EDIS 1 - free leaflets or available in priced packs Contact:

HSE Books - PO BOX 1999 – Sudbury – Suffolk - CO10 6FS Tel 01787 881165 or [www.hse.gov.uk](http://www.hse.gov.uk) or HSE - “ask an expert” helpline – 0845 345 0055