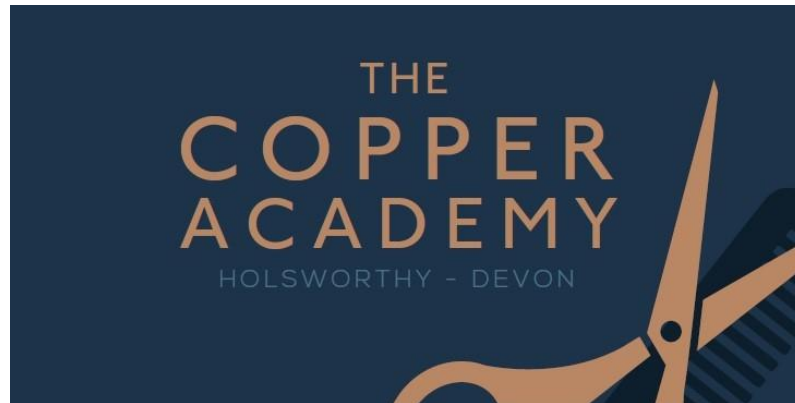


# First aid policy



**Approved by:** Emma Hosie

**Last reviewed on:** September 2021

**Next review due by:** September 2022

---

## 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupil

## 3. Roles and responsibilities

### 3.1 Appointed staff at The Copper Academy with 1<sup>st</sup> Aid training

The Copper Academy 1<sup>st</sup> Aid strained staff are:

Emma Hosie

Poppy Quartermain-Winser

Sarah Stroud

Sarah Woodhams

Sarah May

They will be responsible for the following:

- 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 with senior leadership permission.
- 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

The Copper Academy 1<sup>st</sup> aiders are listed in appendix 1.

### 3.3 The headteacher

The headteacher Emma Hosie is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of persons with 1<sup>st</sup> aid training 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)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports for all incidents they attend
- Informing the headteacher or leadership team of any specific health conditions or first aid needs

## 4. First aid procedures

### 4.1 The Copper Academy procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury
- The first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the 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, the office manager Sarah Stroud or Headteacher Emma Hosie will contact parents immediately
- The first aider 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

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.

Risk assessments will be completed by the office manager Sara Stroud prior to any educational visit that necessitates taking pupils off school premises.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- Instant cool pack
- 2 individually wrapped triangular bandages (preferably sterile)
- 3 safety pins
- Burn dressing
- 3 Sterile eye wash
- Face shield
- 8 x sterile moist wipes
- 3 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 4 pairs of disposable gloves – Nitrile x3 vinyl x1

No medication is kept in first aid kits.

First aid kits are stored in: The medical room

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the 1<sup>st</sup> aider 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.
- A copy of the accident report form will also be added to the pupil's folder under section 'accident forms' and a copy to be sent home to parents the same day.
- Records held in the first aid and accident book 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 Headteacher Emma Hosie 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 Headteacher Emma Hosie will report these to the HSE 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 scalding 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**

The 1<sup>st</sup> aider 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.

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

The Headteacher Emma Hosie 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.

## **7. Training**

All staff at The Copper Academy undertake 1<sup>st</sup> aid training at the start of their contract, this is usually before the start of September term.

All 1<sup>st</sup> aiders here at The Copper Academy hold 1<sup>st</sup> aid certificates and they are held in the central register. The Copper Academy will arrange for all 1<sup>st</sup> aiders to be retrained before their certificates expire.

## 8. Monitoring arrangements

This policy will be reviewed by the Headteacher Emma Hosie year.

### Appendix 1: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid	Emma Hosie	September 2021	September 2022
First Aid	Poppy Quartermain-Winser	September 2021	September 2022
First Aid	Sarah Stroud	September 2021	September 2022
First Aid	Sarah Woodhams	September 2021	September 2022
First Aid	Sarah May	September 2021	September 2022