



First Aid Policy

Hylands School



Principles

Hylands School was built to serve the community in which it is placed. Accordingly, we are a comprehensive, community school with a clearly defined catchment area and cater for pupils of all abilities.

Hylands School believes that every member of the school community has a right to an education free from intimidation and fear. Failure to act gives a silent but powerful message that bullying is appropriate and acceptable.

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

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 pupils



Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is Shane Everitt, Facilities Manager. 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
- Ensuring an accident report is completed 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.

The governing board

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

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

- Ensuring that an appropriate number of 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)



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 their manager of any specific health conditions or first aid needs

First aid procedures

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 can be contacted via channel 1 (channel 2 if there is no response) on staff radios, by contacting the LRC or via a student runner to the LRC.
- 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 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 first aider will contact parents immediately. The administration and site teams will prepare the site for access for emergency vehicles.
- 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. All forms should be submitted to Shane Everitt, Appointed Person.

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 trip organiser 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.

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:

Location	Detail	Type of First Aid Kit
Medical Room	On wall to right of entrance	BS8599 Medium Kit
Canteen Kitchen	In staff changing area	Kitchen first aid kit
Sports Hall	PE Office	2 x Quick Grab Classroom Kit
Site Office	On wall to right of entrance of Knapp/Manning Office	BS8599 Medium Kit
Room 24 (D&T)	On shelf to right of entrance to staff cupboard	BS8599 Medium Kit
Room 24 (D&T)	Eye wash station to right of sink	HypaClens Eye Wash Station
Art Room 101	Eye wash station above sink	HypaClens Eye Wash Station
Art Room 100	Eye wash station above sink	HypaClens Eye Wash Station
Art/Music Office	On wall to right of entrance	BS8599 Medium Kit



LRC	Under TV behind main desk	BS8599 Medium Kit
Staff Room	To left of main entrance above water cooler	BS8599 Medium Kit
Science Prep Room 49	Above sink	BS8599 Medium Kit
Science Prep Room 49	Eye wash station above sink	HypaClens Eye Wash Station
Admin Kitchen (English block)	On the wall to the right of the entrance	BS8599 Medium Kit
Food Tech Prep Room (between room 56&57)	On wall to the right of the entrance from room 56	BS8599 Medium Kit
Home Base Kitchen	On wall to the right of entrance	BS8599 Medium Kit
Minibus	In overhead compartment	Quick Grab Classroom Kit
Medical Room	In medical cupboard	2 x Quick Grab Classroom Kit

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record
- 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.

Reporting to the HSE

The Facilities 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 Facilities 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>

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 1).

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

Monitoring arrangements

This policy will be reviewed by the Appointed Person every year.

At every review, the policy will be approved by the headteacher.



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 trained first aiders and training log

Name	Qualification Type	Expiry
Christine Johnson	First Aid at Work requalification	24th January 2022
Sue Allwright (R)	First Aid at work requalification	4th February 2022
Sarah McCraney (R)	First Aid at work	1st October 2022
Jill Lagrossi	First at Work	14 November 2022
Sarah Hart	First Aid at Work	14 November 2022



Appendix 2: accident report form

Accident/Incident/Near Miss Investigation Form

Department		
1. Personal Information		
Name of injured person		
Address:		
Phone Number:		
Occupation/dept		
Nature of injury (or damage/near miss)		
Names of witnesses		
Statements taken	Yes	No

2. Accident, Incident or Near Miss details		
Date:		
Time:		
Location of accident, incident or near miss		
Work being performed		
Working conditions		
Description of incident (state possible causes)		
3. Assessment of risks associated with accident, incident or near miss (to be completed by Shane Everitt)		
What was the likely severity of injury?		
What is the likelihood of the incident recurring?		

How many people could have been affected?		Risk of reoccurrence rating	H	M	L
Risk assessment ref no (if applicable)		Risk assessment amended?			



4. Conclusions (to be completed by Shane Everitt)

CAUSES OF ACCIDENT, INCIDENT OR NEAR MISS

Direct

Contributory

CORRECTIVE ACTION NEEDED

Type of action	Date completed	Signature

5. Review (to be completed by Shane Everitt)

Review of correction action required	Yes	No
Name of person carrying out review		
Signature		

6. Investigator (to be completed by Shane Everitt)

Name	
Signature/Date	