



# The Trent-Rylands Federation

Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School



## POLICY for First Aid at Beeston Rylands Junior School

- THIS DOCUMENT IS a statement of the aims and principles of the provision of first aid at Beeston Rylands Junior School
- IT WAS DEVELOPED in 2021 through a process of consultation with staff and governors
- IT WILL BE continuously reviewed, updated and approved by the Governing Bodies, Executive Headteacher, Senior First Aiders and Office Managers
- This policy will be REVIEWED ANNUALLY

Date of review	Spring 2022	Spring 2023	Spring 2024
Signed			

### 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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

### 3. Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees 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 location of the school. The appointed person does not need to be a trained first aider.

**During coronavirus:** employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

#### 3.1 First aiders

**The lead first aider is Helen Fox.** In addition the school has numerous trained first aiders. See Appendix 1. 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 – **lead first aider**
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- All 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
- 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

Nottinghamshire 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 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
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a trained first aider is not called
- Informing the headteacher or their manager 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 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 supervising member of staff will contact parents immediately
- The first aider and/or the supervising 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

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### 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

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises. There will always be at least 1 first aider on school trips and visits.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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:

- Reception (at the desk)
- The school hall
- All classrooms
- Community room
- Old library (set of drawers)
- Portable kits Yr. 6 /Yr. 5/6, Yr. 3/4 Yr. 3 cloakrooms.
- Portable kit for outside P.E & swimming (store cupboard in corridor)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the supervising member of staff on the same day or as soon as possible after an incident resulting in an injury
- For a serious 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 by the headteacher
- 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 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 office 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 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>

## 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. The school 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.

### OTHER POLICY DOCUMENTS THAT UNDERPIN THIS POLICY FOR FIRST AID

- HEALTH AND SAFETY
- SPECIAL EDUCATIONAL NEEDS
- CHILD PROTECTION AND SAFEGUARDING
- SCHOOL MEDICINES

### Appendix 1: list of trained first aiders

Please see the list in the Health and Safety Policy

### Appendix 2: accident report form

<b>Part A : Please complete all sections of this form. If necessary attach further information</b>		
<b>Type of incident:</b> <i>(If you are unsure of the category, leave blank. Inputter to refer to definitions list.)</i> Work related injury <input type="checkbox"/> Work related disease/illness <input type="checkbox"/> Medical issue (not arising from work) <input type="checkbox"/> Recreational/sporting accident <input type="checkbox"/> Road traffic collision <input type="checkbox"/> Physical violence <input type="checkbox"/> Physical intervention <input type="checkbox"/> Verbal abuse or threat <input type="checkbox"/> Anti-social behaviour <input type="checkbox"/> Damage to eco-system <input type="checkbox"/> Damage to Property <input type="checkbox"/> HSE Dangerous occurrence(under RIDDOR) <input type="checkbox"/> Enforcement Action <input type="checkbox"/>		<b>Wellworker Ref No.</b> <i>(Entered by Inputter):</i>
<b>Name and phone number of person completing report</b>	<b>Job Title:</b>	<b>Date and time of incident:</b>
<b>Description of what happened:</b> Activity taking place and what happened, including <u>possible causes</u> . Please give as much detail as possible		
<b>Where did it happen?</b> Give full address and location in building/site/area		<b>Are these NCC premises?</b> Yes X No <input type="checkbox"/>
<b>Person Involved</b>		
<b>Name:</b>  <b>Job Title &amp; Phone no:</b> (if employee)  <b>or if non employee:</b> <b>Address and/or Telephone:</b>		<b>Age</b> <b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>
Employee <input type="checkbox"/> Employee (Trainee) <input type="checkbox"/> Agency <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Pupil <input type="checkbox"/> Member of Public <input type="checkbox"/> Visitor <input type="checkbox"/> Service User <input type="checkbox"/>		
<b>Involvement:</b> <input type="checkbox"/> Affected person (injury) <input type="checkbox"/> Affected person (no injury) <input type="checkbox"/> Perpetrator <input type="checkbox"/> Witness <input type="checkbox"/> Physically assaulted <input type="checkbox"/> <input type="checkbox"/> Verbally Assaulted <input type="checkbox"/> First Aider <input type="checkbox"/> First on Scene <input type="checkbox"/> Line Manager <input type="checkbox"/>		
Enter any comments relevant to the nature of their involvement:		
<b>Injury or ill-health details:</b> Type of injury and exact location on body (e.g. deep cut to left index finger, sprain to right ankle)		
<b>Injury severity :</b> minor <input type="checkbox"/> serious injury/ill health <input type="checkbox"/> major injury/ill health <input type="checkbox"/> fatal <input type="checkbox"/>		
<b>Initial treatment:</b> None <input type="checkbox"/> Treatment offered but refused <input type="checkbox"/> At scene <input type="checkbox"/> At local first aid point <input type="checkbox"/> At Occupational Health <input type="checkbox"/> At local GP surgery <input type="checkbox"/> At hospital <input type="checkbox"/>		
Details of treatment (who, what, when)		
<b>Did person become unconscious</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Require resuscitation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Did person remain in hospital more than 24 hours</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>What happened after incident?</b>		
Returned to work or normal activity <input type="checkbox"/> Taken to hospital <input type="checkbox"/> Referred to hospital <input type="checkbox"/> Referred to dentist <input type="checkbox"/> Referred to own GP <input type="checkbox"/> Sent/taken home <input type="checkbox"/> Not known <input type="checkbox"/>		
<b>If leaving site please state mode of transport:</b>		
<b>Have the Next of kin been informed</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other Information:</b>		
<b>Describe actions taken at the scene and by whom:</b>		
<b>Property Damage:</b> (Item and brief description plus cost estimate if possible) General <input type="checkbox"/> Environmental <input type="checkbox"/> Vehicle <input type="checkbox"/> Premises <input type="checkbox"/>		

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<b>Was any machinery or equipment involved in this incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If so, was it powered? Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	
<b>Were any hazardous substances/materials involved in this incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes is there a safety data sheet? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Details of hazardous substance or material:	
Indicate how exposure occurred:	
<b>Was any PPE being worn or used at the time of the incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Details of PPE:	
<b>Were the Police called?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>What time did Police attend?</b>	<b>Crime reference no:</b>
<b>Is there any photographic of CCTV footage?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes where is it held?	
<b>What does the CCTV footage show?</b>	

**Name of Person Completing Form:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date and Time of Completing Form**

**Name of Headteacher/AHT:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date and Time of Signing Form**

<b>Additional comments if necessary</b>
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**To be completed if the accident/incident needs reporting under RIDDOR**

<b>The following types incidents are RIDDOR reportable.                  The HSE must be notified via the Wellworker System of all work related RIDDOR incidents. If you need to report a dangerous occurrence or case of disease you will need to use one of the links on the Wellworker RIDDOR page. Please note that data recorded through these links is NOT stored within this system.</b>	
	Tick if reportable under RIDDOR
An employee (or self-employed person working under NCC control) suffers one of the HSE specified injuries. <ul style="list-style-type: none"> <li>• Fractures, other than to fingers, thumbs and toes</li> <li>• Amputations</li> <li>• Any injury likely to lead to permanent loss of sight or reduction in sight</li> <li>• A crush injury to the head or torso causing damage to the brain or internal organs</li> <li>• Serious burns (including scalding) which cover 10% of the body or cause significant damage to the eyes/respiratory system/other vital organs</li> <li>• Any scalping requiring hospital treatment</li> <li>• Any loss of consciousness caused by head injury or asphyxia</li> <li>• 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</li> </ul>	<input type="checkbox"/>
Anyone is killed as a result of NCC activities.	<input type="checkbox"/>
A member of public (incl. students & service users) is taken straight to hospital from an NCC site or activity. There must be some suggestion that NCC was in some way at fault for the incident.	<input type="checkbox"/>
An employee (or self-employed person working under NCC control) is absent from work OR unavailable for their normal work duties as a result of this incident, for more than SEVEN consecutive days (including non-working days but not the day of the incident).	<input type="checkbox"/> Absent from: Absent to:
An employee is diagnosed (by a medical professional) with a specified occupational disease that is associated with the work the employee does.	<input type="checkbox"/>
The incident <u>could have</u> resulted in any of the reportable injuries described above (a "HSE Dangerous Occurrence – see RIDDOR regulations")	<input type="checkbox"/>

**If the accident/incident has been reported via Wellworker System**

**Name of Reporter:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date and Time of Reporting**

**Additional comments if necessary**

