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, Headteacher, Senior First Aiders and Office Managers
- This policy will be REVIEWED ANNUALLY

Date of review	Spring 2026	Spring 2027	Spring 2028
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.

3.1 First aiders

The lead first aider is Claire Bannister and Rachel Beech. 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

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.

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 sigh
    - 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

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

Part A : Please complete all sections of this form. If necessary attach further information

Type of incident: *(If you are unsure of the category, leave blank. Inputter to refer to definitions list.)*

Work related injury ☐ Work related disease/illness ☐ Medical issue (not arising from work) ☐
Recreational/sporting accident ☐ Road traffic collision ☐ Physical violence ☐ Physical intervention ☐
Verbal abuse or threat ☐ Anti-social behaviour ☐ Damage to eco-system ☐ Damage to Property ☐
HSE Dangerous occurrence(under RIDDOR) ☐ Enforcement Action ☐

Wellworker Ref No. **(***Entered by Inputter):*

Name and phone number of person completing report	**Job Title:**	**Date and time of incident:**

Description of what happened: Activity taking place and what happened, including possible causes. Please give as much detail as possible

Where did it happen? Give full address and location in building/site/area **Are these NCC premises?** Yes X No☐

Person Involved

Name:

Job Title & Phone no: (if employee)

or if non employee:
Address and/or Telephone:

Age

Male ☐

Female☐

Employee ☐ Employee (Trainee) ☐ Agency ☐ Volunteer ☐ Contractor ☐ Pupil ☐ Member of Public ☐ Visitor ☐ Service User ☐

Involvement: ☐Affected person (injury) ☐Affected person (no injury) ☐ Perpetrator ☐ Witness ☐ Physically assaulted ☐ Verbally Assaulted ☐First Aider ☐ First on Scene ☐ Line Manager ☐

Enter any comments relevant to the nature of their involvement:

Injury or ill-health details: Type of injury and exact location on body (e.g. deep cut to left index finger, sprain to right ankle)

Injury severity : minor ☐ **serious injury/ill health** ☐ **major injury/ill health** ☐ **fatal** ☐

Initial treatment: None ☐ Treatment offered but refused ☐ At scene ☐ At local first aid point ☐ At Occupational Health ☐At local GP surgery ☐ At hospital ☐

Details of treatment (who, what, when)

Did person become unconscious Yes☐ No☐ **Require resuscitation?** Yes☐ No☐
Did person remain in hospital more than 24 hours Yes☐ No☐

What happened after incident?

Returned to work or normal activity☐ Taken to hospital ☐ Referred to hospital ☐ Referred to dentist☐ Referred to own GP☐ Sent/taken home☐ Not known☐

If leaving site please state mode of transport:

Have the Next of kin been informed Yes☐ No☐

Other Information:

Describe actions taken at the scene and by whom:

Property Damage: (Item and brief description plus cost estimate if possible) General ☐ Environmental ☐ Vehicle ☐ Premises ☐

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

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

Date and Time of Completing Form

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

Date and Time of Signing Form

Additional comments if necessary

To be completed if the accident/incident needs reporting under RIDDOR

The Health and Safety Team requires you to report the following types of incident:

- All incidents that involve employees. Record on spreadsheet and hold locally
- Pupil incidents that involve significant injury e.g. bone fractures. Record on spreadsheet and hold locally
- All RIDDOR reportable incidents. Record on spreadsheet, report online (How to make a RIDDOR report – RIDDOR – HSE) and advise NCC H&S hands@nottscc.gov.uk

	Tick if reportable under RIDDOR
An employee (or self-employed person working under NCC control) suffers one of the HSE specified injuries. • Fractures, other than to fingers, thumbs and toes • Amputations • Any injury likely to lead to permanent loss of sight or reduction in sight • A crush injury to the head or torso causing damage to the brain or internal organs • Serious burns (including scalding) which cover 10% of the body or cause significant damage to the eyes/respiratory system/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	☐
Anyone is killed as a result of NCC activities.	☐
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.	☐
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).	☐ 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.	☐
The incident could have resulted in any of the reportable injuries described above (a “HSE Dangerous Occurrence – see RIDDOR regulations”)	☐

Name of Reporter: **Signature:**

Date and Time of Reporting

Additional comments if necessary