

# First aid policy



ADVANTAGE  
S C H O O L S

**Approved by:** Trust Board

**Date:** 7 October 2020

**Last reviewed on:** 7 October 2020

**Next review due by:** 7 October 2023

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Off site activities.....	4
5. Record-keeping and reporting .....	4
6. Training .....	5
7. Monitoring arrangements.....	5
8. Links with other policies .....	5

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# 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 Trustees 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 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](#), 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 sets 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

This policy complies with our funding agreement and articles of association.

# 3. Roles and responsibilities

## 3.1 First aiders

Advantage Schools first aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill
- 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 staff and pupils home to recover, where necessary
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

Advantage Schools list of first aiders can be accessed by contacting the Chief Operating Officer or Facilities Manager. Their names will also be displayed prominently around the schools.

## 3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, but delegates operational matters and day-to-day tasks to the Principals and staff members.

### **3.3 The Principal at each school**

The Principal at each school 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 5)

### **3.4 Staff**

School staff are responsible for:

- Ensuring that they follow first aid procedures
- Ensuring that they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

## **4. Off site activities**

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' or carers' contact details

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

Where applicable there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **5. Record-keeping and reporting**

### **5.1 First aid and accident record book**

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury with as much detail as possible supplied
- 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

### **5.2 Reporting to the HSE**

The Chief Operating Officer / 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, 7 and 9).

The Principal or a nominated and trained deputy 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.

### **5.3 Notifying parents / carers**

The Principal or a nominated deputy will inform parents / carers 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.

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

The Principal or a nominated deputy 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 Principal or a nominated deputy will also notify any other relevant agencies such as the local authority or police of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6. Training**

All first aiders must have completed a recognized and appropriate training course, and must hold a valid certificate of competence to show this. The Trust will keep a register of all trained first aiders, what training they have received and when this is valid until.

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

In relevant locations, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **7. Monitoring arrangements**

This policy will be reviewed every 3 years.

At every review, the policy will be approved by the Trust Board

## **8. Links with other policies & procedures**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Each school's own managing medicine and first aid procedures