



education **IMPACT**
Academy Trust

Queensbury School and New Horizons

First Aid Policy

Date of Adoption:	December 2023
Reviewed date:	Spring 2 (in line with required policy schedule)

Chair's name and signature: _____

Date: _____

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 the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and guidance from the Health and Safety Executive (HSE) on [incident reporting 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

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

3. Roles and responsibilities

Our school has assessed the need for first aid provision and has identified the number of qualified First Aiders holding the First Aid at Work Certificate that ensures adequate cover at our school.

The person with the overall responsibility for the provision of first aid is the Executive Headteacher who will identify a number of Appropriate Persons who has the overall responsibility for the organisation of first aid across the school.

3.1 Appointed person(s) and first aiders

The schools have a list of appointed first aiders. 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
- 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
- Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 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 Executive Headteacher and staff members.

3.4 The Executive Headteacher

The Executive 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)

3.5 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 for all incidents they attend to where a first aider is not called
- Informing the Executive Headteacher or member of the Senior Leadership Team 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, a member of the Administration Team 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 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 Educational Visits Leader prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be signed off by the Educational Visits Coordinator.

There will always be at least one first aider when taking pupils off the school premises.

5. First aid equipment

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

- 1 x adhesive tape
- 10 x adhesive wound dressings
- 1 x conforming bandage
- 1 x eye dressing
- 1 x face shield
- 1 x finger dressing
- 1 x foil blanket
- 6 x pairs of vinyl gloves
- 1 x pair of scissors
- 10 x plasters
- 1 x sick bag
- 1 x triangular bandage
- 10 x alcohol-free cleansing wipes
- 1 x wound dressing (large)
- 1 x wound dressing (medium)

Some first aid kits may also contain relevant items such as blue plasters, burn gel or eye wash.

No medication is kept in first aid kits.

First aid kits are stored in:

Queensbury School:

- Room 1 – Staff Room
- Room 2 – ICT
- Room 3 – Food
- Room 4 – D.T.
- Room 5 – Art
- Room 6 – CDE
- Library
- Reception
- Hall – PE
- Room 7
- Room 8
- Room 9
- Room 10 – Science
- Room 11
- Room 12
- Mentors' Office
- Room 14

- Room 15
- Room 16
- Room 17
- Room 18
- Room 19
- Room 20
- Room 21
- Room 22
- Room 23
- Room 24
- Room 25
- Room 26

New Horizons:

- Meeting Room
- NH1
- NH2
- NH3
- NH4
- Staff Room
- Mentors' Office
- NH5 – Food
- NH6 – Art
- NH7
- NH8
- NH9
- NH11

6. Record-keeping and reporting

6.1 Accident reporting for students

- An Accident Record 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.
- The Accident Record will be sent home with the child.
- A copy of the Accident Record will be handed to **Ryan Field** (Learning Mentor – Queensbury School) or **Laura Murphy** (Senior Learning Mentor – New Horizons). The copy can be handed to another Learning Mentor in their absence.
- 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 Accident reporting for staff and visitors

The school has changed its reporting of an accident, incident or near miss onto an [online form](#) for staff or visitors.

The online form allows employees to complete the form if they need to go home or seek medical treatment and are not on school premises.

Part One should be completed by the employee or person who had the accident. In the event they are unable to complete, this can be completed by witness or other appropriate adult that can report the matter or near miss: e.g. Site Manager.

Part Two will be completed by the named line manager. This should be the Executive Headteacher in our school context and if not available, the Head of School or Head of Post 16.

Data Protection: The intended use of the information contained in this form is to provide a preliminary investigation as to the cause and nature of the accident, incident or near miss and provide information to complete statutory returns, where applicable, to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

6.3 Reporting to the HSE

The Executive Headteacher 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 Executive Headteacher 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 – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days

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)
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- 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 hour
- Work-related 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 (in this case, the Executive Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment
- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

6.3 Notifying parents

The first 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 Executive Headteacher 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 Executive Headteacher will also notify EIAT and Birmingham Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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

8. Monitoring arrangements

This policy will be reviewed by the Executive Headteacher every year.

At every review, the policy will be approved by the Local Governing Body

9. Links with other policies

This first aid policy is linked to the:

- Administration of Medication Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1: list of trained first aiders

STAFF MEMBER	ROLE	LOCATION
Ryan Field	Lead First Aider Learning Mentor	Queensbury School
Laura Murphy	Lead First Aider Senior Learning Mentor	New Horizons
Asmahane Abdou	Teaching Assistant	Queensbury School
Tasmin Akhtar	Teaching Assistant	New Horizons
Shauna Archer	Teaching Assistant	Queensbury School
Anam Ayaz	Teaching Assistant	Queensbury School
Abda Bi	Teaching Assistant	Queensbury School
Elizabeth Brown	Teaching Assistant	New Horizons
Lynsey Cartwright	Family Support Worker	Queensbury School & New Horizons
Amanda Christopher	Senior Lunchtime Supervisor	Queensbury School
Nicola Cooke	Teaching Assistant	Queensbury School
Wendy Duffield	Teaching Assistant	Queensbury School
Juliet Ellis	Teaching Assistant	Queensbury School
Jay Fallon	Teaching Assistant	Queensbury School
Sally Greaves	Teaching Assistant	Queensbury School
Sarah Greenway	Teaching Assistant	Queensbury School
Inshira Hassan	Teaching Assistant	New Horizons
Michaela Jameson	Learning Mentor	Queensbury School
Harpreet Kaur	Teaching Assistant	Queensbury School
Shara Khan	Teaching Assistant	New Horizons
Baldev Kumari	Teaching Assistant	Queensbury School
David Lee	Teaching Assistant	New Horizons
Usman Majid	Learning Mentor	New Horizons

STAFF MEMBER	ROLE	LOCATION
Andy Mitchell	EIAT Careers Advisor	Queensbury School & New Horizons
Amrita Panaser	Teaching Assistant	Queensbury School
Michelle Parsons-Woodley	Teaching Assistant	New Horizons
Alison Patel	Teaching Assistant	Queensbury School
Sara Peltonen	Teaching Assistant	Queensbury School
Tony Prince	Site Supervisor	Queensbury School & New Horizons
Alicia Roberts	Teaching Assistant	New Horizons
Julie Sanders	Teaching Assistant	Queensbury School
Meena Shubh	Teaching Assistant	Queensbury School
Catherine Swain	Senior Learning Mentor	Queensbury School
Sasha Turner	Teaching Assistant	New Horizons
Maryam Uthman	Teaching Assistant	Queensbury School
Bernadette Walker	Teaching Assistant	New Horizons
Paul Watkins	Teaching Assistant	Queensbury School
Diana Williams	Teaching Assistant	Queensbury School
Asia Younis	Teaching Assistant	New Horizons