

## First Aid Policy

<b>Policy Title:</b>	<b>First Aid Policy</b>
<b>Academic Year:</b>	<b>2020-2021, 2021-2022, 2022-2023</b>
<b>Policy Reference:</b>	
<b>Description:</b>	Provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.
<b>Status:</b>	Approved by H&SPC (Health & Safety and Premises Committee, SWC (Safeguarding & Wellbeing Committee) and MC (Management Committee)
<b>Category:</b>	
<b>Review frequency:</b>	Every 2 years
<b>Contact:</b>	Health & Safety Lead Dave Mills
<b>Version:</b>	V1.
<b>Who was consulted:</b>	
<b>Other relevant policies:</b>	D2 ic CS8 Medical Condition Policy
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SPC - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>HT - Headteacher</p> <p>SLT - Senior Leadership Team</p> <p>H&amp;S Lead - Health &amp; Safety Lead</p> <p>H&amp;S Co Ord - Health &amp; Safety Co Ordinator</p>
<b>Date for Review:</b>	October 2022

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Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATION KS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INDEPENDENCE Y11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

**INTERVENTION Y9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**The POD KS2&3**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 522748

## First Aid Policy

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### 1: Key contact list for First Aid Policy

<b>School Business Manager</b>	Karen Price		kprice@icollege.org.uk
<b>Health &amp; Safety Lead</b>	Dave Mills		dmills@icollege.org.uk
<b>Health &amp; Safety Coordinator</b>	Monica Romano		mromano@icollege.org.uk
<b>Inspiration KS 1 &amp; 2</b>	Charlotte Duly		cduly@icollege.org.uk
<b>Integration KS 3 &amp; 4</b>	Pietro Framalico		pframalico@icollege.org.uk
<b>Intervention Year 9 &amp; 10</b>	Helen Blunn		hblunn@icollege.org.uk
<b>Independence Year 11 &amp; KS 5</b>	Anqie Palmer		apalmer@icollege.org.uk
<b>The Pod KS2&amp;3</b>	Jo Farley		jfarley@icollege.org.uk
Schools Health and Safety Team <a href="mailto:Schoolshealthandsafety@westberks.gov.uk">Schoolshealthandsafety@westberks.gov.uk</a>			

<b>2: Purpose</b>	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
<b>3: Legislation and guidance</b>	This policy is based on the <a href="#">Statutory Framework for the Early Years Foundation Stage</a> , advice from the Department for Education on <a href="#">first aid in schools</a> and <a href="#">health and safety in schools</a> , and the following legislation:

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	<ul style="list-style-type: none"> <li>• <a href="#">The Health and Safety (First Aid) Regulations 1981</a>, 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</li> <li>• <a href="#">The Management of Health and Safety at Work Regulations 1992</a>, which require employers to make an assessment of the risks to the health and safety of their employees</li> <li>• <a href="#">The Management of Health and Safety at Work Regulations 1999</a>, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training</li> <li>• <a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</a>, 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</li> <li>• <a href="#">Social Security (Claims and Payments) Regulations 1979</a>, which set out rules on the retention of accident records</li> <li>• <a href="#">The School Premises (England) Regulations 2012</a>, which require that suitable space is provided to cater for the medical and therapy needs of pupils</li> </ul>
<p><b>4: Roles and responsibilities</b></p>	<p><b>4.1 First aiders</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• Taking charge when someone is injured or becomes ill</li> <li>• Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. Kits will be checked once per term.</li> <li>• Ensuring that an ambulance or other professional medical help is summoned when appropriate</li> </ul> <p>First aiders are trained and qualified to carry out the role and are responsible for:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Sending pupils home to recover, where necessary</li> <li>• Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident</li> <li>• Keeping their contact details up to date</li> </ul> <p><b>4.2 The local authority and governing board</b> West Berkshire Council Local 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.</p> <p><b>4.3 The Headteacher</b> The Headteacher is responsible for the implementation of this policy, including:</p> <ul style="list-style-type: none"> <li>• Ensuring that an appropriate number of trained first aid personnel are present in the school at all times</li> <li>• Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role</li> <li>• Ensuring all staff are aware of first aid procedures</li> <li>• Ensuring appropriate risk assessments are completed and appropriate measures are put in place</li> <li>• Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensuring that adequate space is available for catering to the medical needs of pupils</li> <li>• Reporting specified incidents to the HSE when necessary</li> </ul> <p><b>4.4 Staff</b> School staff are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring they follow first aid procedures</li> <li>• Ensuring they know who the first aiders in school are</li> <li>• Completing accident reports for all incidents they attend to where a first aider is not called</li> <li>• Informing the Headteacher or their manager of any specific health conditions or first aid needs</li> </ul>
<p><b>5: First aid procedures</b></p>	<p><b>5.1 In-school procedures</b> In the event of an accident resulting in injury:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• The first aider will also decide whether the injured person should be moved or placed in a recovery position</li> <li>• 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</li> <li>• If emergency services are called, the Unit Administrator will contact parents immediately</li> <li>• The relevant 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</li> </ul> <p><b>5.2 Off-site procedures</b> When taking pupils off the school premises, staff will ensure they always have the following:</p> <ul style="list-style-type: none"> <li>• A mobile phone</li> <li>• A portable first aid kit</li> <li>• Information about the specific medical needs of pupils</li> <li>• Access to parents' contact details</li> </ul> <p>Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.</p> <p>There will always be at least one first aider with a current first aid certificate on school trips and visits, as required by the statutory framework.</p>
<p><b>6: First aid equipment</b></p>	<p><b>6.1</b> A typical first aid kit will include the following:</p> <ul style="list-style-type: none"> <li>• A leaflet with general first aid advice</li> <li>• Regular and large bandages</li> <li>• Eye pad bandages</li> <li>• Triangular bandages</li> <li>• Adhesive tape</li> <li>• Safety pins</li> </ul>

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	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Antiseptic wipes</li> <li>• Plasters of assorted sizes</li> <li>• Scissors</li> <li>• Cold compresses</li> <li>• Burns dressings</li> <li>• Disposable Aprons</li> <li>• Face masks</li> </ul> <p>No medication is kept in first aid kits. First aid kits are stored in:</p> <ul style="list-style-type: none"> <li>• The main office [Inspiration, Intervention, Pod, Integration, Independence]</li> <li>• Kitchen [Inspiration, Intervention, Pod, Integration, Independence]</li> <li>• Head Teacher's Office [Independence]</li> </ul> <p>6.2 Replenishing of first aid kit</p>
<p><b>7: Record-keeping and reporting</b></p>	<p><b>7.1 First aid and accident record book</b></p> <ul style="list-style-type: none"> <li>• A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time.</li> <li>• Accident/Near-Miss/Violence at Work Reporting Form will be reported on CREST by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury</li> <li>• As much detail as possible should be supplied when reporting an accident.</li> <li>• A copy of the accident report form will also be added to the pupil's educational record.</li> <li>• 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, an AIRS 1 form will be kept until the child is 21 years old.</li> </ul> <p><b>7.2 Reporting to the HSE</b></p> <p>The 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).</p> <p>The 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.</p> <p>Reportable injuries, diseases or dangerous occurrences include:</p> <ul style="list-style-type: none"> <li>• Death</li> <li>• Specified injuries, which are: <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>○ Any crush injury to the head or torso causing damage to the brain or internal organs</li> <li>○ Serious burns (including scalding)</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> </li> <li>• Injuries where an employee is away from work or unable to perform their normal</li> </ul>

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	<p>work duties for more than 7 consecutive days (not including the day of the incident)</p> <ul style="list-style-type: none"> <li>• Where an accident leads to someone being taken to hospital</li> <li>• 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: <ul style="list-style-type: none"> <li>○ The collapse or failure of load-bearing parts of lifts and lifting equipment</li> <li>○ The accidental release of a biological agent likely to cause severe human illness</li> <li>○ The accidental release or escape of any substance that may cause a serious injury or damage to health</li> <li>○ An electrical short circuit or overload causing a fire or explosion</li> </ul> </li> </ul> <p>Information on how to make a RIDDOR report is available here:  <a href="http://www.hse.gov.uk/riddor/report.htm">How to make a RIDDOR report, HSE</a>  <a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a></p> <p><b>7.3 Notifying parents</b>  The class teacher, teaching assistant or Unit Administrator 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.</p> <p><b>7.4 Reporting to Ofsted and child protection agencies</b>  The Headteacher will notify WBC <a href="mailto:Schoolshealthandsafety@westberks.gov.uk">Schoolshealthandsafety@westberks.gov.uk</a> 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 Headteacher will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.</p>
<b>8: Training</b>	<p>All school staff are able to undertake first aid training if they would like to.</p> <p>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.</p> <p>Staff are encouraged to renew their first aid training when it is no longer valid.</p>
<b>9: Monitoring arrangements</b>	<p>This policy will be reviewed by the Head teacher in conjunction with the Health &amp; Safety Governing committee every 2 years.</p> <p>At every review, the policy will be approved by the full governing board.</p>
<b>10: Reporting</b>	<ul style="list-style-type: none"> <li>• CREST</li> <li>• Insurance</li> <li>• Police</li> <li>• Accident Book</li> </ul> <p>All as appropriate</p>
<b>11: Links to other Policies/ Procedures</b>	<p>Health &amp; Safety Policy and Procedures  Critical Incidence Plan - located in the office of each unit  Visitors/Contractors Information</p>

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## First Aid Policy

	Fire Safety Logbook and Emergency Plan Fire Safety Policy; Accident/incident Reporting Policy and Procedure; Security Policy; Risk Assessment Policy
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<b>12: Change Record</b>				
Version Number	Date Approved	MC Minute Reference	Description of Amendments	Review Date

### ***Keeping Children Safe in Education 2020***

*All staff with icollge understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.*

<b>Approved by:</b>	H&SPC (Health & Safety and Premises Committee, SWC (Safeguarding & Wellbeing
<b>Date:</b>	Committee) and MC (Management Committee)
<b>Review date:</b>	20/10/2020

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