

First Aid Policy

Queen Elizabeth Grammar School Penrith



Approved by Governors' F&P Committee: 13.11.2017

Chair of Governors: T Castles

Date: 13.11.2017

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Headteacher: P Buckland

Date: 13.11.2017

A handwritten signature in black ink, appearing to read 'P Buckland', positioned to the right of the text above.

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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 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

- [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 sets 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

3.1 Appointed person(s) and first aiders

The school's lead staff is Tracey Fraser. She is responsible for:

- Taking charge when someone is injured or becomes ill.
- Mrs Fraser is responsible for maintaining adequate supplies of first aid provisions, which can be collected from Reprographics. Departments are responsible for replenishing used stock from their own boxes.
- 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 (see the template in appendix 2)

Our school's appointed person and first aiders are listed at appendix 1. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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 (see appendix 2) for all incidents they attend to where a first aider is called and/or not called.
- Informing the Headteacher or their line 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, via reception, and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parent(s).
- If emergency services are called, the lead staff will contact parents immediately.
- The first aider/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. Accident report forms can be found in the staff shared area or via Mrs Fraser, and should be forwarded to the Headteacher's PA once fully completed.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone (if appropriate).
- A portable first aid kit .
- Current information about the specific medical needs of pupils.
- Parents' contact details.

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

There will always be at least one first aider on overnight 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
- All technology workshops/classrooms
- Science prep room
- Sports Hall office
- Gym office
- School minibuses

6. Record keeping and reporting

6.1 First aid and accident forms

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury (appendix 2)
- As much detail as possible should be supplied when reporting an accident.
- Accident report forms can be found in the staff shared area or via Mrs Fraser, and should be forwarded to the Headteacher's PA once fully completed.
- Records 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's PA 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 Headteacher's PA 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 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.
- 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).
- Non-fatal accidents to non-workers (eg. members of the public) which results in the person being taken to hospital.
- Near-miss events that do not result in an injury, but could have done (appendix 3). 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.

Staff are encouraged to renew their first aid training once expired.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every three years.

At every review, the policy will be approved by the Health and Safety Committee.

This first aid policy is linked to the:

- Health and Safety policy
- Risk Assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1

Queen Elizabeth Grammar School Penrith



General Arrangements for Health and Safety

Health and Safety Officer/Appointed Person:	Headteacher
Location of central file of Codes of Practice:	Headteacher's Office
Location of Fire Register:	Reprographics

All accidents should be reported to Reception

Accident Forms can be requested from Reprographics and should be completed after all incidents. Forms are also available in the staff shared area. Fully completed forms should be returned to the Headteacher's PA.

First Aiders:

Miss C Brown	PE
Mrs S Chadwick	Languages
Miss G Combellack	Reception
Mr S Conner	Maths
Mr R Dawson	Assistant Head
Mr J Douglas	Geography
Mr M Fellows	RE
Mr A Field	ICT
Mrs T Fraser	Reception
Mrs M Houlan	Geography
Mrs K Johnston	Technology
Dr McConkey	Science
Mr M Nightingale	Science
Mrs S Swindlehurst	Geology
Mr J Wilson	Languages
Mr A Worth	PE

Fire Wardens:

Mr P Buckland	Main School / Sixth Form Centre
Mr M Woodhall	Main School / Sixth Form Centre

Location of First Aid Boxes:

Reception; T1-T4; Science Prep Room; Sports Hall Office; Gymnasium Office and school minibuses. Departments are responsible for replenishing used stock.

Mrs Tracey Fraser is responsible for maintaining adequate supplies, which can be collected from Reprographics.

First Aid and off-site activities:

A First Aid kit should be carried on all off-site activities.

All minibuses are equipped with First Aid boxes.

Nearest Casualty Unit: Penrith Hospital, Bridge Lane 01768 863647

Updated: September 2017



CUMBRIA COUNTY COUNCIL Accident /Incident Reporting Form

ICASS Ref: click here to enter text.
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Please provide factual and accurate information only, and either enter it directly onto the ICASS database (for those with access) or forwarded to the Health and Safety Team within **24 hours** of the incident.

Fatalities and specified injuries must be reported immediately by calling the Health and Safety Office on 01228 221616.

Further information on health and safety incident reporting procedures see County Council Safety Procedure No 6

The form should be reviewed by a MANAGER. If a First Aider attended he/she should complete the First Aid details. If you need more space continue on a separate sheet, which should be attached to this form. **For Near Miss incidents please use the Near Miss Form**

Areas marked with * are mandatory.

*Date of incident/diagnosis	Click here to enter a date.	*Time of Incident (Use 24 hour clock):	Click here to enter time
*Name of person reporting incident:	Click here to enter name.	Employee No (*CCC only)	Click here to enter employee no
*ACCIDENT CATEGORIES			
Choose an item.		CFRS Only:	Choose an item.
*RIDDER CATEGORIES			
Choose a category.			
ABOUT THE INCIDENT OR ACCIDENT: (ACCIDENT/INCIDENT TYPE)*			
Choose a category.		For Fall from height please state height in metres	Click here to enter height.
*Enter the name, premises address and telephone number of the Unit Manager/Head Teacher of the premises originating the incident	Click here to enter name and address.		Click here to enter tel. no.
*Where did the incident happen? State <i>location</i> e.g. name of school and <i>area</i> on premises e.g. playground ,kitchen for on-site incidents or location and any details for off-site incidents e.g. xxx Farm Park, <i>area</i> playground			
Click here to enter location.		Click here to enter area.	
*Please provide a description of the accident/incident			
Click here to enter text.			
ABOUT THE PERSON INJURED / AFFECTED*			
CCC Employee No* (Mandatory if applicable)	Click here to enter emp. no.	Job Title* (if applicable)	Click here to enter job title.
*Name in full:	Click here to enter name.		
Address <i>If you have entered a CCC employee number we do not need you to complete this.</i>	Click here to enter address.		
*Date of Birth/Age: (if not ccc employee)	Click here to enter d.o.b.	Gender:	Choose an item.
*Status: Choose an item	If you have entered OTHER in the employment status please specify here: Click here to enter text.		
*If Contractor Employer's name:	Click here to enter name		



CUMBRIA COUNTY COUNCIL Accident /Incident Reporting Form

*Was First Aid Provided? Choose an Item	Name and Employee No of First Aider	Click here to enter details
*ABOUT THE INJURY:		
*Injured Part: Choose injured body part		
*Injury Type: Choose Injury Type		
*Witness details: Give name and contact details of any witnesses below Including employee numbers:		
Name: Click here	Contact details: Click here	
Name: Click here	Contact details: Click here	
POST EVENT ACTION		
*What happened to the injured person afterwards: Choose an item. (Other: Click here to enter text.		
*If absent from work or unable to carry out normal duties state dates. <u>Absent or light duties from</u> Date. <u>until able to undertake normal duties on</u> Date.		
Details of action taken by Manager/Head to prevent recurrence		
Click here to enter details.		
Was a relevant risk assessment in place prior to the event?		Choose Response.
*Has a risk assessment review been completed after event?		Choose Response.
*Signed:	Click here to enter text.	Job title: Click here to enter text.
VIOLENT INCIDENT		
Was the Violent Incident: Select type of violent incident.		Did the incident involve: Select type of involvement.
Please give name of assailant if known		Click here to enter name.
<i>Please provide any additional details for the assailant e.g. member of the public becoming violent or pupil with Behaviour Management Plan in place</i>		
Click here to enter text.		

This section is for Corporate Health and Safety Team use only

ACTION	Receiving Adviser:	Click here to enter name.			
RIDDOR reportable?	Select Yes or No.	RIDDOR ref:	Riddor No	Date:	Click here to enter a date.
Investigation Level	Choose an item.				
Comments:	Click here to enter text.				

Please send your completed Accident/Incident Reporting form by email to healthandsafety@cumbria.gov.uk

If you have any questions regarding completing this form please contact the Admin Team on 01228 221616

Appendix 3



CUMBRIA COUNTY COUNCIL
NEAR MISS REPORT FORM

<p>This form may be used to report any near miss or dangerous occurrence which could have but did not result in injury. This form must NOT be used for reporting accidents or violent incidents including attempted assaults and threats. The accident/incident report form is used for this purpose.</p>		
<p>NAME OF PERSON REPORTING: Click here to enter text.</p>		
<p>ADDRESS (YOUR WORK BASE) Click here to enter text.</p>		
<p>DATE OF INCIDENT: Click here to enter a date.</p>	<p>TIME OF INCIDENT Enter time.</p>	<p>IF RELEVANT WHAT WAS WEATHER LIKE? Click here to enter text.</p>
<p>WHERE DID IT HAPPEN? <i>(Please be as accurate as possible, including address and location on site)</i> Click here to enter text.</p>		
<p>WHO WAS INVOLVED? Click here to enter text.</p>		
<p>WHAT HAPPENED? Click here to enter text.</p>		
<p>WHY DID IT HAPPEN? Click here to enter text.</p>		
<p>HOW WOULD YOU STOP IT HAPPENING AGAIN? Click here to enter text.</p>		
<p>FEEDBACK Reviewed by: Click here to enter text.</p>		
<p>ACTION: <i>This section is for Corporate Health and Safety Team use ONLY</i></p>		
<p>Receiving Advisor: Select from list</p>		
<p>Is any further action required? Select yes or no.</p>		
<p>What further action is required and by whom? Click here to enter text.</p>		
<p>Date completed: Click here to enter a date.</p>		

Please send your completed Near Miss Report Form by email to healthandsafety@cumbria.gov.uk

[If you have any questions regarding completing this form please contact the Admin Team on 01228 221616](#)