

Presdales School



‘Achievement for All’

Title	FIRST AID POLICY
Version	September 2023
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Committee Responsible	Resources
Trustee Link	Mike Robinson
Date approved by Committee	4/10/23
Date approved by Full Trust Board	NA
Review Date	Autumn 1 2024

Enquiries & comments

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), [Supporting pupils at school with medical conditions](#), 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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The principal first aider is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in the first aid office, first aid kits; and replenishing the contents of the kits when requested by HOD's
- 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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

The School's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school and will be available online to all staff via the First Aid Medical folder of the Unify Staff noticeboard.

3.2 The Trust Board

The Trust Board 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 trained first aiders 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
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 7)

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 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 the recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. The first aider will recommend next steps to the parents.

If emergency services are called, the Principal first aider will contact parents immediately

- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

4.2 Off-site procedures

When taking students 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 students
- Parents' contact details

Risk assessments in accordance to Hertfordshire County Council policy (Policy for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits) will be completed by the Trip Leader prior to any educational visit that necessitates taking students off school premises. The Principal First Aider and Finance Office Trips Co-ordinator will provide the Trip Leader with access to medical information and copies of Individual Healthcare plans to help with this process.

There will always be at least one first aider on all residential 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:

- The First Aid Office
- Main Reception
- The Sports Hall
- All science labs
- All design and technology classrooms
- The Learning Hub
- The school kitchens
- School vehicles

Automated Emergency Defibrillators (AEDs) are available in accordance with [AED Guidance for Schools](#).

The Principal First Aider is responsible for checking the AEDs are in working order at regular intervals and replacing components as required (expiration or usage). If an AED is used, the Principal First Aider should be notified at first convenience so that the shock pads can be replaced.

AEDs are situated in the following locations:

- Main reception on the wall adjacent to the security panels
- First Aid office in clear view on top of the filing cabinets
- Sportshall, located externally in a coded lockbox on the field side of the building. The code for this lockbox is available from dialing the emergency number on the lockbox, contacting the Caretaker, Reception or First Aid and also can be obtained online by any member of staff from the First Aid Medical Folder of the Unify Staff Noticeboard.

6. Administration of Medicines

- The school's policy on the issuing of medicines to students and providing for students with short and long term medical needs is in accordance with the DfE document 'Supporting Students at School with Medical Conditions', and "First Aid in Schools, early years and Further Education"
- Students will not generally be permitted to carry medicines in school unless the school has been made aware of specific medical conditions which require the student to carry medication with them at all times.
- Under no circumstances will medicines be administered to students without parental consent.
- Whilst the school is under no obligation to accept responsibility for administering medicines to students, if medication is required during the school day, arrangements can be made for the Principal First Aider (Ms Cook), Mrs Marshall or Mrs Davies to administer medicines. The only medication kept and administered within school are those prescribed specifically for a student, or at the request of the parent/guardian. Records of administration will be kept by Ms Cook, Mrs Marshall or Mrs Davies.
- All medication kept in school is securely stored in the first aid room with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, AAls etc., it will be kept in the first aid room and clearly labelled.

6.1 Individual Health Care Plans (IHCP)

- Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.
- IHCPs are in place for those students with significant medical needs, chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

- IHCPs are developed with the student (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and/or relevant healthcare services. These plans are completed at the beginning of the school year/ when the students enrolls / on diagnosis being communicated to the school and will be reviewed annually by Ms Cook. Relevant staff will be able to access IHCP's at all times and will be informed of additional or special considerations and support plans where necessary.
- Staff will receive appropriate training related to health conditions of students and the administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.)

6.2 Emergency Anaphylaxis Adrenaline Auto-Injector (AAI)

In accordance with guidance from the Department of Health ([guidance on the use of adrenaline auto-injectors in schools](#)), the school holds AAI's (Jext brand) for the use on students diagnosed with an allergy for whom a prescribed AAI is not readily available in the event of an emergency. Where a student is identified as having prescribed AAI's, written consent will be requested for the use of the school emergency AAI's. A register of all students with allergies and food intolerances will be kept by the Principal First Aider and this information will be shared with the Catering manager and Science and Food Tech Head of Departments at the start of the Academic year; any subsequent additions or amendments notified as appropriate.

7. Record-keeping and reporting

7.1 First aid and accident log

An accident form will be completed by the relevant member of staff 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
- A copy of the accident report form will also be added to the student's educational record by Ms Cook
- Records held in the first aid and accident log 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

7.2 Reporting to the HSE

Mrs Richardson 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).

Mrs Richardson 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)
- 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](#)

8. 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. Ms Cook will keep a register of all trained first aiders, what training they have received and when this is valid until. (See Appendix 1)

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

9. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher, Mrs S Miller every year.

At every review, the policy will be approved by the Headteacher and The Trustee Board.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]

Name	Course	Expires
Lynn Cook (Principal)	First Aid at Work	11 th November 2024
Peter Bedwell	First Aid at Work	14 th February 2025
Laura Bowden	Emergency First Aid at Work	31 st January 2024
Claire Burnett	Emergency First Aid at Work	13 th May 2026
Hazel Cainelli	Emergency First Aid at Work	13 th May 2026
Jessica Crane	Emergency First Aid at Work	22 nd January 2026
Melissa Coulson	Basic First Aid + AED Rescue Emergency Care	11 th April 2024
Jane Davies	Emergency First Aid at work	9 th November 2025
Laura Dann	Emergency First Aid at Work	6th July 2026
Emma Fentiman	Emergency First Aid at work	22 nd May 2025
Sally Flanagan	Emergency First Aid at Work	9th November 2025
Amanda Lee	Emergency First Aid at Work	13 th May 2026
Nikki Marshall	Emergency First Aid at Work	30 th January 2026
Georgina Martin	Emergency First Aid at Work	11 th March 2024
Kerry McCallum	Emergency First Aid at Work	13 th May 2026
Jeremy Reading	Emergency First Aid at Work	11 th January 2026
India Sandhu	Emergency First Aid at Work	13 th May 2026
Amy Stitson	Emergency First Aid at Work	13 th May 2026
Jess Walker	Emergency First Aid at Work	13 th May 2026
Claire Watson	Emergency First Aid at Work	13 th May 2026
Esther Willett	Emergency First Aid at Work	29 th March 2024