



<b>POLICY</b>	<b>First Aid Policy</b>
<b>STATUS/DATE OF THIS VERSION</b>	<b>Review by Finance Committee 5 October 2023</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>RATIFIED BY</b>	
<b>REVIEW</b>	<b>September 2024</b>

This policy is operated by all the schools in Unity Education Trust (as listed below).  
**There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

**Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:**

- Beeston Primary
- Garvestone Primary
- Grove House Infant
- Kings Park Infant
- Northgate High School and Dereham Sixth Form College
- The Pinetree School
- Churchill Park
  
- UET Pathfinder Douglas Bader Academy
- UET Compass Academy
- Greyfriars Primary
  
- Highgate Infant School
- Kings Oak Infant School
- Wimbotsham and Stow Primary
- Magdalen Primary
- St Germans Primary
- Great Dunham Primary

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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

*For UET Schools with Early Years Foundation Stage provision:*

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:

*For other UET Schools without Early Years Foundation Stage provision:*

This policy is based on 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 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**

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings –schools must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

#### **3.1 Appointed person(s) and first aiders**

The school's appointed person **is schools to complete with their staff member**. 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 (see the template in appendix 2)
- 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.

The Trust board delegates operational matters and day-to-day tasks to the headteacher and staff members.

#### **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 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/appointed person 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 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, the school appointed staff member 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

**Schools with Early Years Foundation Stage provision add:**

- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

#### **4.2 Off-site procedures**

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

- A school mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by **the job title responsible** prior to any educational visit that necessitates taking pupils off school premises.

*For UET Schools with Early Years Foundation Stage provision:*

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.

*For other UET Schools without Early Years Foundation Stage provision;*

There will always be at least one first aider on school trips and visits.

## **5. First aid equipment**

**The nominated staff member** is responsible for ensuring that First Aid kits are replenished and products are in date.

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; (**please note as appropriate to school**)

- The medical room
- Reception (at the desk)
- Science department
- Design and technology department
- The school kitchens
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- 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 – wherever possible the electronic accident reporting system on Smart Log should be used
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record **by the nominated member of staff.**
- A copy of the accident report form will also be added to the employee's HR file **by the nominated member of staff**
- Records held in the first aid and accident book or on the Accident & Incident spreadsheet on Sharepoint 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 Chief Financial Officer (or in her absence the Trust Estates 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 and 7).

The Chief Financial Officer (or in her absence the Trust Estates Manager) 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](http://www.hse.gov.uk/riddor/report.htm)

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

### **6.3 Notifying parents**

The **job title of relevant staff** 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 CEO or Director of Education 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 CEO or Director of Education will also notify [insert details of local child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **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 Trust will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school/Trust will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

### *Schools with Early Years Foundation Stage provision insert:*

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Trust Board every year.

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

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

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

Staff member's name	Role	Contact details

## **Appendix 2: accident report form – electronic version on Smart Log**

## Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

## First Aid Record of Treatment Form

**Record of treatment number:**

### A. About the accident

1. Date of accident      Time of accident (24hr clock)

/	/	
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2. Address/site where accident happened

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3. Exact location on above address/site

--

4. Describe task or activity taking place and what happened

--

5. List injuries/illness

--

6. Part of body affected

--

### B. About the person injured

1. Name

--

2. Status – Pupil/Staff/etc

--

### C. About the Treatment & Action

1. Detail the first aid treatment given

--

2. What happened to the injured person after treatment

- Went home ☐  
Went back to work ☐  
Went to hospital ☐  
Other (please state) ☐

### D. About the first aider who has completed this form

1. Name

--

2. Position

--

3. Tel Number

--

4. Signed

--

5. Date

/	/	
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## Incident Report Form

The injured person, a responsible person completing the form on behalf of an injured person, or a responsible person reporting the incident must complete parts A, B, C and D. Please complete in block capitals.

### A. About the incident

1. Type of incident (*Tick applicable box*)
- ☐ Accident resulting in injury
- ☐ Near miss/ accident not resulting in injury
- ☐ Dangerous occurrence
- ☐ Violent incident (*Physical or verbal*)
- ☐ Antisocial behaviour (*not violence but causing distress or disruption*)
- ☐ Work-related ill health (*including illness with gradual onset*)
- ☐ Damage to building or property
- (Complete all of Part A then go to Section D)

2. Date of incident/onset of illness<sup>i</sup>
3. Time (24 hr clock Incident Only)

/ /

:

4. Address/site where incident happened

5. Exact location on above address/site

6. Describe task or activity taking place and what happened<sup>ii</sup>

### B. Outcome of the incident

1. How was the person involved affected?
- ☐ Near miss/ No physical injury
- ☐ Dangerous occurrence
- ☐ Verbal assault
- ☐ Minor injury
- ☐ Unconscious/needed resuscitation
- ☐ Taken directly to hospital from the scene of the incident for treatment of the injury
- ☐ Hospitalised for over 24 hours
- ☐ Specified injury or fatality (*Defined under RIDDOR*)
- ☐ Ill health (*Describe nature of illness below*)

2. List injuries/illness

3. Part of body affected

### C. About the person injured/involved

1. Name

2. Home address and post code

3. Home phone number

4. Age

5. ☐ Male  
☐ Female

6. Status of injured person (*Tick applicable box*)

- ☐ SSSfN employee  
- Employee number
- ☐ Client (*Go on to 10*)
- ☐ Pupil (*Go on to 10*)
- ☐ On training scheme/work experience
- ☐ Voluntary worker
- ☐ Someone else's employee (*E.g. contractor*)
- ☐ Member of public (*Go on to part D*)

7. Job title/occupation

8. Department

9. If 'Someone else's employee' ticked above give name and phone number of employer

10. Name and address of normal work base, e.g. unit or school (*If different to address in box A.4*)

#### D. About the person who has completed Parts A - C (\* Delete as applicable)

I am the ☐ injured person named in part C ☐ a responsible person reporting the incident and confirm that this report records the incident as described.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dept/School: \_\_\_\_\_

**Once Parts A-D are complete please pass this form onto the responsible line manager.**

<sup>i</sup> For gradual onset injuries or ill health conditions an estimated date will suffice

<sup>ii</sup> For gradual onset injuries or ill health insert details of how the injury is work related or exacerbated

#### E. Line manager's investigation of the incident

(Parts E and F to be completed by the relevant manager/supervisor)

1. Tick one box that best identifies the kind of incident

- ☐ Contact with moving plant or machinery, or material being machined  
☐ Hit by a moving, flying or falling object  
☐ Hit something fixed or stationary  
☐ Injured while handling, lifting or carrying  
☐ Slipped/tripped/fell on same level  
☐ Fall from height  
    - How high was the fall? \_\_\_\_\_  
☐ Trapped by something collapsing  
☐ Drowned or asphyxiated (lack of oxygen)  
☐ Exposed to heat/fire/explosion  
☐ Exposed to or contact with a harmful substance

- ☐ Electric shock  
☐ Injured by an animal  
☐ Physical assault  
☐ Threatened assault/verbal abuse  
☐ Antisocial behaviour  
☐ Near miss/no physical injury  
☐ Dangerous occurrence  
☐ Work related ill health  
☐ Road traffic accident  
☐ Damage to building, property or equipment  
☐ Other (please specify) \_\_\_\_\_

2. Why did the incident happen? (Describe below)

3.

4. Please tick any relevant factors that contributed to the incident

- ☐ No risk assessment of task/activity  
☐ PPE not worn/provided  
☐ Insufficient training/instruction  
☐ Inadequate supervision  
☐ Work pressure/lack of concentration  
☐ Work procedures not followed  
☐ Condition of the workplace  
☐ Behaviour (third party/client)  
☐ Lone working  
☐ None of above

4. Has this incident (same task, activity, etc.) occurred before in your area of responsibility? (Not necessarily to the same person)

☐ Yes ☐ No

5. Has the incident resulted in absence from work?

- ☐ No absence from work or change in work activities  
☐ Up to 3 days absence from work  
☐ Over 3 (record injury) or 7 days absence, expected absence, or incapacity for usual work (report injury to HSE)

6. Did the injured person receive First Aid?

☐ Yes ☐ No

Name of First Aider: \_\_\_\_\_

2. Have you involved the injured person in the investigation and discussed the outcome with them?

☐ Yes ☐ No

If not please do so

8. Follow up action (Describe what has, or will be done to prevent a recurrence)

Action taken, or to be taken

\_\_\_\_\_

Name of person responsible for action

\_\_\_\_\_

9. Were there any witnesses to the incident?

☐ Yes ☐ No

Provide names and addresses or telephone numbers (Attach any relevant statements)

\_\_\_\_\_