



First Aid Policy

Dated: **May 2023**

Ratified by the Trust Board:

Review Date: **May 2024**

Other related academy policies that support this First Aid policy include, Asthma, Health and Safety, Supporting Pupils with Medical Needs, SEND, Child Protection, Intimate care, Critical Incident Plan and Educational Visits

At Hull Collaborative Academy Trust (HCAT) we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

Introduction

First aid can save lives and prevent minor injuries becoming major ones. All schools, within our Trust, have a moral and legal duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

We must meet their statutory duties and ensure that good practice is always followed. This policy is designed to ensure that first aid provision from a qualified first aider is always available whilst people (pupils, staff, visitors, and contractors) are on our premises, plus also during the setting related activities eg educational visits/sporting events.

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 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.

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](#) 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 assess 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.

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 always on the premises.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers 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 considered the nature of employees’ work, the number of staff, and the location of the school. The appointed person should hold a full first aid at work qualification.

Below sets out the expectations of appointed persons and first aiders.

Appointed person(s) and first aiders.

The school’s appointed person(s) 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 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
- Details of the appointed person(s) and/or first aiders **must** be displayed prominently around the site.

The Trustees

The Trustees have 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.

Trustees of the Health & Safety sub-committee will receive quantitative data on all accidents, incidents, and near misses from the Trust Lead each term, plus the number of incidents reported to the Health & Safety Executives (HSE).

The Headteacher/Nursery Manager

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 always present in the school.
- 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 (RIDDOR) when necessary.

Staff

Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in the setting are
- Completing accident reports 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

First aid procedures

In-the setting procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury
- The situation should be swiftly assessed and if considered serious the injured person should not be moved.
- The first aider 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, staff will consult with a senior member of staff and decide if 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 relevant member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report on the Trust's electronic Accident, Incident or Near Miss system (AINM) on the same day or as soon as is reasonably practical after an incident resulting in an injury. A paper copy will be written and given to parents upon collection of the child.

Off-site procedures

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

- A setting mobile phone (if not available personal mobiles are permitted)
- 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 Coordinator prior to any educational visit that necessitates taking pupils off setting premises.

It is considered good practice for a first aider with a current first aid certificate to be present whilst travelling off site with pupils. It is essential that a first aider with a First Aid at Work qualification is available on any site where the activity is taking place.

First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Antiseptic wipes
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressing

Details of where first aid kits are stored should be displayed in prominent areas across the site
No medication must be kept in first aid kits.

Record-keeping and reporting

An accident slip will be completed immediately and a copy provided to parents upon collection of their child. This will then be transferred on to the Trust's AINM system within the same working week. All reports must be recorded on the Trust's AINM system, which is accessible via Office 365 Share Point. Incidents which occur while carrying out work duties off site, such as on trips, must be reported and recorded in the same way.

Please refer to **Appendix A** for guidance on completing recordings on the Trust's AINM system.

Accurate recording is vital, as information will:

- help the setting identify accident trends and possible areas for improvement in the control of health and safety risks.
- be used for reference in future first-aid needs assessments.
- be helpful for insurance and investigative purposes.

Investigations

All major accidents, incidents or near misses that occur will be investigated by a responsible person to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate.

Investigations also assist in determining whether the incident needs reporting to the Health and Safety Executives (HSE) under RIDDOR.

All investigation reports must be **fully** completed within 10 working days. However, interim reports should be submitted within 5 working days and returned to the Trust's Health and Safety Lead. This reduced timeframe provides an opportunity to determine whether any further enquiries or evidence is required before the final report is completed.

It should be appreciated that thorough investigations are essential particularly where there may be the possibility of criminal proceedings by the enforcement authority and/or civil proceedings by the injured party or his/her representatives.

Please follow the guidance in **Appendix B** on how to carry out an investigation.

Reporting to the HSE

The relevant member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence, as defined in the RIDDOR Regulations 2013.

An appointed member of staff 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. The setting should inform the HCAT Health & Safety Lead (Suzanne Wilson) immediately and an investigation must be carried out.

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 accidental release of a biological agent likely to cause severe human illness.
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- 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:

<https://www.hse.gov.uk/pubns/edis1.htm>

Notifying parents

The relevant staff member 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 in the form of a paper accident slip. Parents must be informed of any reported head injuries immediately (even if these do not present as serious at the time).

Information on pupils

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in the pupil is.

Safeguarding/Child Protection

The trained First Aider may treat an injured pupil and have safeguarding concerns. Injuries relating to safeguarding issues will be treated immediately, and the Designated Safeguarding Lead will be informed immediately. In these circumstances, all staff must follow the school's Child Protection Policy.

Training

All setting staff can 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 setting 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.

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. All schools will use their best endeavours and ensure a PFA trained first aider is on-site.

Record retention

| File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at the end of admin life of the record |
|-------------------------|------------------------------|---|--|--|
| Accident reporting | Yes | Social Security (Claims & Payments) Regulation 1979 | Adult – date of the incident + 6 years Child – date of birth + 25 years | SECURE DISPOSAL |

Monitoring arrangements

This policy will be reviewed by the HCAT Health & Safety Lead annually.

Accident, Incident or Near Miss Recording Guide

When an accident, incident, near miss, or illness occurs you need to make sure you are filling out your report out that is in the SharePoint on Office 365. You will access this through logging into your works email. The reporting page should look like this.

1. Select whether the injured person is staff, child, or visitor.
2. Select the accident or incident type.

An **accident** is an unfortunate incident that happens unexpectedly and unintentionally, which typically resulting in damage or injury.

For the purpose of our recording system, an **incident** would be an unexpected significant event which does or does not result in serious loss, injury, or death. For example: structural collapse, terrorist attack, gas explosion, exposure to asbestos, medical emergency (cardiac arrest, chocking etc).

Illness is when any pupil or member of staff becomes unwell whilst at school, either with a known or unknown medical condition/illness

An **assault** that is an intentional act causing injury to another person.

3. Next, choose whether it's a minor or major, (description button next to the text if you are unsure which to record). When selecting "minor" the next box will be which setting you're at. When clicking "major" this box will pop up asking if it is RIDDOR or investigation. An investigation needs to be undertaken regardless, to help determine whether this is RIDDOR reportable. An investigation form will be automatically sent to your email once the report has been submitted. The health and safety team will also receive a notification email informing them that an investigation in under way by the school. Once the form is completed fully, you should have a clear indication whether it needs to be recorded as a RIDDOR or not. Completed investigation reports must return to the Trust's Health and Safety Lead, who edit this section, if the case is RIDDOR reportable (suzanne.wilson@hcat.org.uk)
4. Select what setting you are at.
5. Name the injured person.
6. Select the year group of the child.
7. Select the location that the incident took place. If none listed, please specify in the box.
8. Select the date of the incident.
9. Note the time of the incident exactly using 24-hour clock
10. Write the description of what happened.
11. Write the number of the corelating area that is injured. If you want to specify beyond the picture, write the area number in the box and then precisely note the description box.
12. State what treatment has been given.
13. Name of first aider (this should be the person who is also filling out this form.)

Accident, Incident or Near Miss Investigation Guide

When carrying out an investigation, the following basic principles should be applied, and the Trust's investigation report completed.

Please note, all investigation reports must be **fully** completed within 10 working days. However, interim reports should be submitted within 5 working days and returned to the Trust's Health and Safety Lead. This reduced timeframe provides an opportunity to determine whether any further enquiries or evidence is required before the final report is completed.

| | |
|--|--|
| <p>Step 1</p> <p>Establish the facts</p> | <ul style="list-style-type: none"> ▪ How the incident occurred? ▪ Who was involved? ▪ What happened? ▪ Where did the incident occur? ▪ When did the incident occur? ▪ What was happening when incident occurred? (I.e. what activity was being completed or what piece of equipment was being utilised at the time?) ▪ Were there any witnesses? If so, gather names and ask later for statements to accompany your investigation. ▪ It may be necessary to sketch or photograph the scene to assist the investigation. Never take photographs of the injured to a child. Always use a body map. |
| <p>Step 2</p> <p>Identify immediate causes</p> | <ul style="list-style-type: none"> ▪ Were there any unsafe acts or conditions? |
| <p>Step 3</p> <p>Identify underlying causes</p> | <ul style="list-style-type: none"> ▪ Lack of knowledge or skill of staff? ▪ Inappropriate supervision? ▪ Inadequate maintenance? ▪ Was the person trained to use the piece of machinery/equipment? ▪ Was suitable and sufficient instructions and information given to the person to complete the task or activity? ▪ Were there any environmental factors? |
| <p>Step 4</p> <p>Identify action required</p> | <ul style="list-style-type: none"> ▪ Do staff need to be retrained? When? ▪ Does the faulty piece of equipment need to be removed from use and labelled accordingly? If so, should this be done immediately? ▪ Does the work environment need to be reorganised? ▪ Do working procedures/risk assessments need to be reviewed? |
| <p>Step 5</p> <p>Record</p> | <ul style="list-style-type: none"> ▪ The investigation report, along with any other supporting evidence must be uploaded to the Trust's Accident and Incident recording system (AINM) |

Table of changes

| Date | Change or inclusion |
|----------|--|
| May 2023 | Added or reworded the following section: <ul style="list-style-type: none">• Equality Statement• Introduction• Role of Trustees• Recording & reporting• Investigations• Record retention• Appendix A – Recording guide• Appendix B – Investigation guide Section/s deleted: <ul style="list-style-type: none">▪ Reference to COVID 19 |
| | |



Annex 1

Primary School List of appointed person(s) for first aid and/or trained first aiders

| Staff member's name | Role | Contact details |
|---------------------|----------------------|-----------------|
| Tracy Turner-Bone | Manager | |
| Kirsty Lane | Senior Practitioner | |
| Kathryn Ward | Senior Practitioner | |
| Lindsay O'Brien | Senior Practitioner | |
| Claire Sharkett | Senior Practitioner | |
| Rachel Cooper | Nursery Practitioner | |
| Emma Gill | Nursery Practitioner | |
| Leah Bell | Nursery Practitioner | |
| Nicola Crawford | Nursery Practitioner | |
| Amy Megson | Nursery Practitioner | |
| Shannon Kirkham | Nursery Practitioner | |
| Hannah Frith | Nursery Practitioner | |
| Paige Bothma | Nursery Practitioner | |
| Lucy Garnett | Nursery Practitioner | |

| | | |
|-----------------|----------------------|--|
| Samantha Garner | Nursery Practitioner | |
| Ellie Parish | Nursery Practitioner | |
| | | |
| | | |
| | | |
| | | |
| | | |



Annex 2

First Aid boxes/bags can be located in the following areas:

| |
|--|
| Blue room/2-3. |
| Utility room/nappy change area. |
| Milk Kitchen. |
| Staff Kitchen. |
| Nursery office. |



Annex 3

Accident/Near Miss Investigation Form

| | | | |
|---|------------------|----------------------------|----------------|
| Reason for report: (please tick) | Accident: | Incident/Near miss: | RIDDOR: |
|---|------------------|----------------------------|----------------|

Investigation date:.....

Investigation undertaken by:.....

Date and time of accident/near miss:.....

Person(s) involved in the accident/near miss:.....

Type of accident/near miss:.....

Description of accident/near miss, including location:

.....

.....

.....

.....

.....

Risk Assessments

Were appropriate risk assessments in place? **Yes/No**

Do the risk assessments need to be reviewed? **Yes/No**

Comment:.....

Equipment

Was the equipment suitable for the task? **Yes/No**

Was the equipment well maintained? **Yes/No**

Any faults identified? **Yes/No**

Comment:.....

Environment

Did the environment contribute to the accident/near miss? **Yes/No**

Comment:.....

Notification

Has the Headteacher been informed? **Yes/No**

Has the HCAT Health & Safety Lead been notified? **Yes/No**

Has this incident resulted in a RIDDOR? **Yes/No**

Action:

Outcome:

Signed:.....

Role:.....

Date:.....