



## ACET - FIRST AID POLICY

### DOCUMENT CONTROL

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2.0	January 2023 – Principals for review March 2023 - LGBs	Links to Legal documents, additional details including responsibilities, HSE and OFSTED reporting, off site visits and school procedures	

**Aston Community Education Trust** recognises the importance of providing adequate and appropriate First Aid provision for all pupils/students and staff in the academies as well as visitors to the sites and will take all reasonable practical steps to fulfil our responsibility.

As part of our commitment to ensuring a safe and healthy environment we have adhered to the following guidelines.

## **Aims**

- To formulate and implement effective procedures for incidents requiring First Aid, ensuring that all reasonably practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils/students and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff, pupils/students.
- To ensure that all medicines are stored safely and administered according to instructions received from parents/carers.
- To develop First Aid awareness amongst staff, pupils/students and other supervising adults. 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

## **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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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.

## **Roles and responsibilities**

The Principal in consultation with the Estates Manager is responsible for ensuring that there is an adequate number of qualified First Aiders based at each academy and that the number of First Aid trained personnel is sufficient to cover break, lunchtimes, after school clubs/activities and foreseeable absences. On sites where there is Early Years Foundation Stage provision this includes a paediatric First Aider being present at all times whilst young children (under the age of five) are on site/under the care of the school. People using ACET sites for evening and weekend lettings are responsible for ensuring their own adequate First Aid provision.

First Aid training needs are reviewed on an annual basis by the Principal / Estates Manager, and particularly after any changes, to ensure the provision remains adequate.

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

The school's appointed first aider/s in liaison with the Principal/Vice Principal or Estates Manager as necessary is 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 in
- 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 (always in consultation with the Principal or appropriate senior leader/year leader.)
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident ([template in appendix 2](#))
- Keeping their contact details up to date

Each academy's appointed person and first aiders will be listed as an appendix ([appendix 1](#)) to the policy and their names will also be displayed prominently around the academy.

## **Trustees and Governors**

ACET Trustees and the Local Governing Body have ultimate responsibility for health and safety matters in the academy , but delegate operational matters and day-to-day tasks to the Principal and staff members.

## **Principal**

The Principal in liaison with Estates Managers is responsible for the implementation of this policy, including:

- Ensuring an appropriate number of first aid trained 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 ([appendix 4](#))
- 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

## **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person are in school
- Completing accident reports ([see appendix 2](#)) for all incidents they attend to where a first aider or appointed person is not called or providing witness statements where necessary
- Informing the Principal or their manager of any specific health conditions or first aid needs

## **First aid procedures**

### **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 the 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/student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child (following consultation with Principal or appropriate senior leader/year leader). Upon their arrival, the first aider will recommend next steps to the parents/carers

- If emergency services are called, the Principal will be informed and ensure that parent/carers and the Trust Estates Manager are contacted at the earliest practicable opportunity
- The first aider or member of staff who has dealt with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- For our academies with Early Years Foundation Stage provision there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **School Visits**

The Principal is responsible for ensuring that all school trips/visits are suitably staffed.

Portable First Aid kits are readily available to be taken on all outings and can be organised via the academy administrator overseeing educational visits. Following the visit kits should be returned to the appointed administrator who will check the contents and replenish any used items.

### **Off-site visit procedures**

When taking pupils/students off the academy premises, staff will ensure they always have the following:

A school mobile phone

A portable first aid kit including, at minimum and based on HSE recommendations for a minimum travelling first aid kit:

- 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'/carers' contact details
- When transporting pupils/students using a minibus or other large vehicle, the academy 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 Principal or staff member leading the trip prior to any educational visit that necessitates taking pupils off school premises.

For academies with Early Years Foundation Stage there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all other academies there will always be at least 1 first aider on school trips and visits

### **First Aid Boxes**

First Aid boxes are placed in key locations around site and checked by Lead First Aid Staff / Office Administrators on a half-termly basis.

### **First aid equipment**

A typical first aid kit in our school will include the following, based on HSE recommendations:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in key areas on site which typically include:

- The medical room
- Reception (at the desk)
- Science Prep room
- Design and technology work area
- School kitchens
- School vehicles

### **Recording and Reporting of Accidents**

Accidents are reported in two ways:

Pupil/student accidents which need little or no treatment eg. minor bumps, cuts or abrasions are recorded in the Accident log book or as an electronic note, if warranted, on SIMS.

Pupil/student and adult accidents which require immediate/significant First Aid or are serious enough to require professional medical attention eg. deep cuts, suspected sprains or fractures etc. are recorded on ACET accident forms.

In addition any incidents that could have led to serious injury are documented on 'near miss report forms' ([appendix 3](#)).

Blank accident forms are available to staff from Lead First Aiders/ Office Administrators.

Dependant on the type and seriousness of an accident parents/carers will be contacted as appropriate and in all instances where a head injury or bump to the head occurs (this may be via a bump note, text message or verbally). Parents/carers will always be informed when First Aid has been administered on the same day or as soon as reasonably practicable.

In the event of a serious accident the Lead First Aider or appointed person dealing with the incident will contact emergency services, ensuring that relevant information is passed to the Estates Manager as expediently as possible in order that parents/carers or in the case of adults, next of kin can be informed as soon as practically possible. To ensure continued care, should parents/carers be temporarily unavailable to accompany the child to hospital a member of staff will travel and wait with them until a guardian arrives to support the child.

Serious accidents or dangerous occurrences must be brought to the attention of the COO and CEO via the Estates Manager, who will decide upon further action, including overseeing the completion of a RIDDOR Form and ensuring its submission to the HSE, which may be via the Local Authority Health and Safety Link.

Following all serious incidents investigation procedures are undertaken to establish any necessary remedial actions and ensure these are addressed at the earliest practical opportunity. Details of the accidents are included in the academy business reports at the half termly Local Governing Body Meetings.

## **Record-keeping and reporting**

### **First aid and accident record book**

An accident form will be completed by the first aider or member of staff dealing with the incident 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 [appendix 2](#)

A copy of the accident report form will also be added to the pupil's educational record by the relevant administrator or stored in school as per the individual academy's record keeping procedures.

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, and then securely disposed, of unless required to retain for a longer period by insurance providers.

## **Reporting to the HSE**

The Trust Estates Team 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 Trusts Estates Team will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below, this may be via a third party i.e. Local Authority service level agreement. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Estates Team as advised by the relevant member of HR staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm



- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done ([appendix3](#)). 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

**Contact with parents/carers**

Whilst we will endeavour to contact parents/carers at the earliest opportunity where an accident to their child presents itself as serious immediate First Aid and any urgent medical attention will always be prioritised.

Parents may not be contacted on all occasions where very minor incidents take place (except where First Aid has been administered) e.g. paper cuts, small grazes/ bumps (other than to the head), redressing of previous cuts etc. One of the academy trained First Aiders will as normal make a judgement on the severity of the injury in relation to the age of the child and pass on details if appropriate.

Should the status of an injury change and the child show signs of deterioration from the initial assessment parents will be contacted accordingly.

Where a child becomes unwell the situation will be assessed and parents contacted to pick up their child if necessary (after consultation with the Principal or appropriate Senior leader/Year leader).

**Please also see the First Aid Risk Assessment for pupils/students for further guidance relating to First Aid routines for pupils which is bespoke to each academy.**

### **Reporting to Ofsted and child protection agencies (early years only)**

The Principal 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 Principal will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Rotherham -

[Homepage – Rotherham Safeguarding Children Partnership \(rscp.org.uk\)](http://www.rscsp.org.uk)

MASH 01709 336080

Sheffield - <https://www.safeguardingsheffieldchildren.org/scsp/early-years/early-years-and-childcare-settings>

Sheffield Safeguarding Hub 0114 273 4855

Derbyshire - <https://schoolsnet.derbyshire.gov.uk/teaching-learning-and-school-governance/early-years-quality-team/safeguarding.aspx>

Starting Point 01629 533190

### **Monitoring arrangements**

This policy will be reviewed by the Local Governing Body on an annual basis.

### **Links with other policies**

This first aid policy is linked to the:

Health and safety policy

Medicines in the academy

Off site visits policy

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

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS



# ACCIDENT REPORT

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.**

**FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

**Please ring CHRIS ARTHUR or MARK ARTHUR IMMEDIATELY if the injured person has been taken directly to hospital**

**When completed this form should be e-mailed to [healthandsafety@rotherham.gov.uk](mailto:healthandsafety@rotherham.gov.uk), and [accidents@astoncetrust.org](mailto:accidents@astoncetrust.org)**

**NAME OF ACADEMY:**

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<b>1. Injured Person</b>		Surname:		Title:	
Forename(s)				Sex:	M <input type="checkbox"/> F <input type="checkbox"/>
Year Group:		Dob:			
Home Address:		Post Code:			
Employee:	Member of Public:	Resident:	Pupil:	Other: <i>specify below</i>	
If Employee - Directorate:		Job Title:			
Service Area:		Payroll Number:			

<b>2. Details of Accident</b>		Date:	Time:
Location of Accident: (including building, street or room name or number where relevant)			
Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue to a separate sheet if necessary.</i>			
Full description of injuries sustained (if any) ( <i>eg. cut to right knee</i> )			
Action taken ( <i>Has first aid been administered? Did the IP go to hospital and receive medical treatment?</i> )			

If First Aid was administered, who was it given by?		
Was the injured person taken directly to hospital as a result of the accident (eg by ambulance, by a member of staff, or by a parent/guardian)? ACET only	Yes / No	
Was a parent/carer contacted? ACET only	Yes / No	
Did the parent/carer attend? ACET only	Yes / No	
Name and status of any witnesses (if pupils, please include their age)		
Injured Persons Manager/Principal (or his/her representative)		

### 3. RIDDOR REQUIREMENTS

(a) Has this accident resulted in any of the following:

(please mark as appropriate)

- Taken directly to hospital from the site of the accident and received medical treatment.
- Employee absence for more than 7 days
- Employee 'Specified Injury' (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone's possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.


**If yes to any of the above notify the Emergency & Safety section immediately on 01709 823878**

<p><b>4. Investigation</b> <u>IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.</u></p>
<p><b>PLEASE ENSURE THIS SECTION IS COMPLETED</b> by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?</p>

<b>Things to consider – REMOVE BEFORE EMAILING:</b> <ul style="list-style-type: none"> <li>• What caused the accident?</li> <li>• Have the staff been trained on this particular work activity, if yes, provide proof.</li> <li>• If the accident involved work equipment, was it safe to use, inspected, maintained and fit for purpose?</li> <li>• Consider PPE, misuse, non-compliance with ACET procedures?</li> <li>• Include witness statements, photographs and any documentary evidence – where applicable.</li> </ul>			
Please attach the current risk assessments in place for this work activity			
If no risk assessment is in place, give reasons why not?			
<b>Has any corrective action been taken as a result of this injury:</b> For example: machinery taken out of use, repaired, re-training, disciplinary, implementation of new policies, monitoring of this type of work activity, review of procedures or risk assessment. You must detail all corrective action that has taken place. It is strongly recommended that you record your corrective action appropriately.			
Principal's Name (please print):			
Principal's Signature:		Date:	
Estates Manager's Contact Number:			
Estate Manager's e-mail address:			

E-mail this form immediately to: [healthandsafety@rotherham.gov.uk](mailto:healthandsafety@rotherham.gov.uk) and [accidents@astonctrust.org](mailto:accidents@astonctrust.org)

Appendix 3: Near Miss reporting form



REPORTING OF A NEAR MISS FORM	
TO BE COMPLETED BY PERSON MAKING A REPORT (Please return form to <a href="mailto:accidents@astoncetrust.org">accidents@astoncetrust.org</a> )	
Date and time incident occurred or was noticed	
Name of person making this entry	
Description of Near miss	
Describe any immediate actions taken to reduce risk	
Do you consider that this incident had potential to cause serious injury	

Appendix 4: First Aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			