



**Tudor Grange Academies Trust**

**Tudor Grange Primary Academy Langley**  
**First Aid Policy**

<b>Document title</b>	First Aid Policy
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<b>Date of Approval/Review</b>	25 <sup>th</sup> September 2023
<b>Approving Committee</b>	Operations Committee
<b>Version</b>	2.2
<b>Policy review date</b>	Annual – September 2024

Date updated	Version	Change from last version
25.11.2022	2.1	Scheduled review. New para 4.2 to include EYFS; New para 5.4 to localise where first aid boxes are kept. Update para 6.1 to include Teams information. Update to para 6.2 to add advise Health & Safety Advisor, H&S Advisor to report to HSE and addition of information regarding RIDDOR and PE injuries. Update to para 6.3 addition of notifying parents. New appendix 1 List of first aiders Update to appendix 2 Incident report New appendix 3 Training record list
23.09.2023	2.2	Annual review, formatting updates, no change to content

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## Scope

This Policy applies to all schools part of Tudor Grange Academies Trust.

## **1 Aims**

1.1 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**

2.1 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

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

## **3 Roles and responsibilities**

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

3.1.1. The school's appointed staff (please see appendix 1). 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 and first aiders will wear a 'first aider' lanyard.

### **3.2 The Governing board**

- 3.2.1. The governing 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.

### **3.3 The Headteacher/Principal**

- 3.3.1. The Headteacher is responsible for the implementation of this policy, including:
- Ensuring that an appropriate number of 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
  - 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)

### **3.4 Staff**

- 3.4.1. 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 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**

- 4.1.1. 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 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 first aider/school reception 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

## 4.2 Off-site procedures

4.2.1. When taking pupils 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 pupils
- Parents' contact details

4.2.2 Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.

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

4.2.4 ***Schools with Early Years Foundation Stage provision:*** There will always be at least one first aider with a current Pediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5 First aid equipment

5.1 First Aid boxes are checked regularly and the contents updated and ordered when needed.

5.2 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
- Any additional equipment required that may be as a result of a subject specific risk assessment

5.3 No medication is kept in first aid kits.

5.4 First aid kits are stored in various locations to include:

- Front office
- Each classroom

## **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
- 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 be added to the pupils' educational record by admin staff
- A copy of the accident report form will be kept on file and the school's accident data will be updated on MS Teams by the Accident & First Aid Coordinator
- 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.
- Pupil records will be held on site until they are 25 years old as per the Trust policy

### **6.2 Reporting to the HSE**

- 6.2.1. The Accident and First Aid Coordinator 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) and report these to the Trust Health and Safety Advisor in the first instance.
- 6.2.2. The Trust Health & Safety Advisor 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.
- 6.2.3. Injuries to anyone who has been involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:
  - the death of the person, and arose out of or in connection with a work activity, or
  - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)
- 6.2.4. 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

6.2.5. Not all sports injuries to pupils are reportable under RIDDOR as organised sports activities can lead to sports injuries which are not connected to how schools manage the risks. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

Further information can be found

[edis1.pdf](#)

[How to make a RIDDOR report, HSE](#)

### **6.3 Notifying parents**

- 6.3.1. The school must have in place a procedure for ensuring the parents are informed of significant incidents and any first aid treatment given on the same day or as soon as reasonably practicable.
- 6.3.2. Foundation stage and Key stage 1 parents will also be notified of minor incidents using the school slip system.

## **7 Training**

- 7.1 All school staff are able to undertake first aid training if they would like to.
- 7.2 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 (appendix 3).
- 7.3 All staff are encouraged to renew their first aid training when it is no longer valid.
- 7.4 At all times, at least one staff member in Early Years will have a current paediatric first aid certificate which meets the requirements set out in the Early Years Foundation statutory framework and is updated at least every 3 years.

## **8 Links with other policies and procedures**

- 8.1 This first aid policy is linked to the:
  - Health and Safety Policy
  - Supporting Pupils with Medical Conditions Policy

- Risk Assessment Guidance Procedures

## Appendix 1 - List of trained first aiders

Staff Member's Name
Simon Russell
Karen Takavesi-Wokola
Ann-Marie Harris
Neeti Bhakar
Ann Goddard
Sarah Tonks
Jas Kaur
Tina Heeley
Marie Lowe
Keilly Hirst
Sarah Alder
Jane Bevan
Bal Clarkson
Michelle Allen
Radka Murray
Lucie Scott
Jennifer Chaplin
Helen Morgan
Donna Heath
Louise Burns
Niamh Floyd
Adilah Faqir
Sharon Perry
Jamie Woodbridge

## Appendix 2 - Incident/Accident Report

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT/INCIDENT					
Full Name:			Other (pupil, visitor, contractor, member of the public):		
Job Title:			Department / Year group		
Home Address:					
					Post code:
Phone No:		DOB:			

PART B – ABOUT THE INCIDENT/ACCIDENT			
Date of accident/incident		Time (use 24hr format)	
Name of the school <i>(name of the school where the incident took place, if visiting another school)</i>			
Exact location of the accident or incident <i>(where on the premises did the incident occur)</i>			
Description of accident or incident <i>(please provide a summary of events leading up to the Incident / Accident with details of the circumstances immediately prior to the event plus working conditions such as weather, visibility, temperature, housekeeping standards, unusual working conditions etc., that may have contributed to the incident)</i>			
Were there any witnesses to the accident or incident? <i>(If yes, please provide name and contact details of Witnesses)</i>			
If the person suffered any injury, say what the injury was: <i>i.e. cut, graze, strain etc.</i>			
Location of injury <i>Please be specific, i.e. left hand, right side of forehead etc.</i>			
Has a first aider attended this incident		Name of first aider	
Description of treatment? <i>(please give details of any treatment they received including first aid, doctor, dentist, hospital)</i>			
Is the injury likely to cause a loss of working time (or missed school days)? <i>Please include days that the IP is incapable of work even if they would not</i>			

normally be working, i.e. annual leave or weekends.	
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**What was the accident/incident? (Please tick only one)**

Slip, trip or fall at floor level		Fall from height		Cuts and Lacerations	
Striking against an object		Struck by object		Burns or Scalds	
Lifting and handling injuries		Physical Assault (Malicious)		Physical Assault (Reactive)	
Struck by vehicle		Trapped under collapsed structure		Unintentional injury caused by another person	
Pinching or trapping injury		Lodging in the ear/nose		Intruder/Trespass	
Pre-existing medical condition (seizures etc.)		First instance of medical condition		Allergy	
Verbal Assault		Injured by animal		Equipment Damage	
Fire		Theft/burglary/vandalism/arson		Explosives (fireworks, chemical reactions etc.)	
Ingestion of hazardous substance		Harmful substance – Liquid (Bleach, acids, deasil etc.)		Harmful Substance – Gas (Chlorine Gas, Carbon monoxide etc.)	
Harmful Substance – Particulate (Asbestos, concrete dust, powdered alkaline)		Near Miss		Other (please provide details below)	
Details:					

**PART C – DETAILS**

Did the incident occur as a result of working with persons with SEN requirements? (e.g. dysregulation, sensory overload, seeking sensory stimulation, positive handling)		<i>Please give details</i>
Does the person have an individual risk assessment, Behavioral Support Plan, Pastoral Support Plan or similar assessment & support documentation?		

Was the injured party aware of the procedures in place within these plans?		
Have parents been notified?	Yes / No	Time:
Requirement to notify school DSL?	Yes / No	
Is further support required from the Trust Health & Safety Advisor?		

PART D – ABOUT YOU, THE PERSON COMPLETING THE FORM		
NAME (print):		
Address:		
		Post code
Designation:		
Signature:		
		Date:
Manager/Principal Signature:		
		Date:

PART E – COMPLIANCE – TO BE COMPLETED BY LINE MANAGER	
Was the person authorised to be carrying out those tasks?	
How long has the injured person or the person involved been carrying out this activity as part of their role <i>(please describe the person's experience in doing this activity over time)</i>	
Does there appear to be any unsafe behavior <i>(if Yes please give details)</i> ?	
Detail any risk assessments undertaken for the activity involved in the Accident / Incident: <i>(include , dates of assessment and review, appropriate control measures required etc. –</i>	

<i>copies of relevant risk assessments should be made available for examination)</i>	
<b>Was there a safe system of work in place?</b> (if Yes please give details of documented safe systems of work or instructions given)	
<b>Was the person involved trained regarding this activity?</b> (please describe what training had been provided – full training records should be made available for examination)	
<b>Have the risk assessments associated with the accident or incident been reviewed? What changes were made?</b>	
<b>Detail any remedial action to prevent re-occurrence?</b> (Please include details of punitive measures where necessary)	
<b>Have the actions identified been implemented?</b>	

Please return the completed form to the First Aid Coordinator

In the event of a serious or RIDDOR reportable incident that meets the criteria as specified in the HSE Guidance [EDIS1](#) must be reported to the Principal and Trust Health & Safety Advisor within 24 hours of incident occurring.

OFFICE USE – FIRST AID COORDINATOR			
Date Received	Requirement to notify SLT Y/N Health & Safety Advisor Y/N	Entered on to reporting log	Does the first aid kit need to be restocked Y/N

OFFICE USE – SENIOR LEADERSHIP TEAM / PRINCIPAL NOTIFICATION		
Requirement to advise SLT Yes / No	Date	Comments

OFFICE USE – TRUST HEALTH & SAFETY ADVISOR			
Date Received	Requirement to notify Trust DSL? Yes No	RIDDOR reportable Yes No	RIDDOR reference:
Comments			

### Appendix 3 - First aid training log

**USE THIS TABLE OR PASTE IN YOUR OWN TRAINING TABLE HERE**

Name of First Aider	First Aid Course	Date completed	Date training expires
Example Jane Cole	Emergency First Aid	18-9-18	18-9-21