



PARMITER'S SCHOOL

First Aid Policy

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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 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

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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 \(School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

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

3. Roles & responsibilities

3.1 Appointed person and first aiders

The school's appointed person is Mrs Fiona Craigie (School Matron). She 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Sending students home to recover, where necessary.

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.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident.

A list of our qualified first aiders is available from Reception. Their names are also displayed prominently around the school site.

3.2 Academy Governance

The Academy Governance 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

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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 students.
- Reporting specified incidents to the HSE when necessary (see section 6).

3.4 School staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders/appointed person in school 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.

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 the School Matron or qualified first aider, if appropriate, who will provide the required first aid treatment.
- Matron/ the qualified 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 Matron/the qualified first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If Matron judges that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, Matron will recommend next steps to the parents/carers.
- If emergency services are called, Matron, a member of SLT or the most appropriate member of school staff at the time, will contact parents/carers immediately.
- Staff involved in the treatment of the injury will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- The P.E. staff (or teachers in charge of a fixture) are responsible for providing immediate first aid during their lessons, clubs and associated after school activities. This also includes making and keeping appropriate records of all accidents. Matron should be alerted. First aid equipment and sundries will be replenished by Matron.
- From time to time there are students or staff who are particularly vulnerable if exposed to diseases such as chicken pox or measles. It is important therefore for staff to alert Matron if they have been in contact with either of these infectious diseases and any others, such as meningitis or septicaemia which could give cause for concern.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents'/carers' contact details

Risk assessments will be completed by the trip leader or Head of Department prior to any educational visit that necessitates taking students off school premises. There will always be at least 1 trained first aider on school trips and visits.

5. First aid equipment

5.1 Automated External Defibrillators (AEDs)

The school has three automated external defibrillators on-site which are located in the following areas:

- The rear of the School Hall (next to the War Memorial)
- Thomas Parmiter Sports Centre Reception
- Outside the Donald Wallace Pavilion opposite the 3G Football Pitch.

The AED located outside the Pavilion is accessible 24 hours a day and requires a pin code for access. The Pin code can be obtained from Reception, the Sports Centre or by telephoning 999.

Matron is responsible for maintenance of the AEDs. Matron maintains a list of members of staff who are trained in its use and is responsible for updating the training.

5.2 First Aid Kits

A typical first aid kit in our school will include the following items at a minimum:

- 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

When taking students off the school premises, staff will ensure that they have a portable first aid kit containing, typically, the following items at a 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

First aid kits are stored in:

- The Medical Room
- Main Reception
- The Sports Centre and Donald Wallace Pavilion
- All Science labs and Design and Technology classrooms
- The school kitchens
- LRC
- Sixth-form admin office
- Estate Team Office
- Grounds Team Office
- The following department offices: Maths, English, MFL, History, RS, Drama, Music and Curriculum Support

6. Record-keeping & reporting

6.1 First aid and accident record book

- 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
- In the event of a serious incident a copy of the accident report form will be added to CPOMS by Matron at the earliest opportunity.
- 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.

6.2 Reporting to the HSE

The School Matron 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 Business Director 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. 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 Business Director 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:
- 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. 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.

Students 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)

6.3 Notifying parents/carers

The School Matron will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

7. Training

The school has assessed the need for first aid provision and identified the following roles to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

First Aid at Work (3 days /18 hrs):

Matron (ext. 116)

Early Years Foundation Stage standard (Paediatric First Aid), 2 days/ 12 hrs):

For those staff allocated to 1:1 support for students with complex medical needs

Emergency First Aid at Work: (1 day / 6 hrs):

- All Physical Education Department staff
- Design & Technology Department Staff
- Science Faculty Staff
- Estate Team
- Sports Centre Supervisors
- Trip Leaders
- Kitchen Staff
- A representative from each curriculum department/ faculty

First aid qualifications remain valid for 3 years. Matron will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

All first aiders must have completed a training course appropriate for the level of training required for their role, 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.

The school 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.

8. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher annually. At every review, the policy will be approved by the academy governance.

9. Links with other policies

This First Aid Policy is linked to the

- Health and Safety Policy
- Child Protection & Safeguarding Policy
- Allergy & Anaphylaxis Policy
- Supporting Students with Medical Conditions Policy