

Melbourn Village College

First Aid Policy	
Committee:	Full Governors
Last review date	June 2020
Review cycle	3 Yearly
Responsible Officer:	Principal

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2. 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

3. Legislation and Guidance

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

4. Roles & Responsibilities

First Aiders

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the local County Council.

First Aiders 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
- When necessary, ensure that an ambulance or other professional medical help is called.
- 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)

In selecting first aiders the Principal will consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.



Our school's first aiders are listed in appendix 1.

The Lead First Aider(s)

The Lead First Aider(s) monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

In addition, they will

- Check the contents of the first aid boxes termly
- Provide staff with pupil health information where appropriate
- Maintain a first aid notice board in the staff room

Our school's lead first aiders are listed in appendix 1

The Governing Board

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 Principal and staff members.

The Principal

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

- Ensuring that an appropriate number of 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

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 is not called
- Informing the Principal or their line manager of any specific health conditions or first aid needs

Parents/Carers

Parents/Carers should ensure:

- pupil contact details are up to date
- they have arrangements in place for their child to be collected from school should the need arise.
- that a pupil ill with sickness or diarrhoea remain off school for 24 hours after the last bout of sickness or diarrhoea. (If it appears that there is a virulent form of either illness we would advise that students/employees remain off school/work for at least 48 hours after the last bout of sickness or diarrhoea.)

5. First Aid materials, equipment and facilities

First Aid Materials

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

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

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Science Prep room
- The school kitchen
- School vehicles
- PE office

All first aid containers/bags are marked with a white cross on a green background. First aid containers/bags must accompany PE teachers off-site and teachers leading on school trips. Containers are also located within the college minibuses. The Lead First Aider(s) is responsible for checking and restocking the first aid containers/bags.

First Aid Equipment

There is a defibrillator in the Servery. This will be maintained by the Lead First Aider(s) and staff trained on its use.

Accommodation



The college has a dedicated First Aid / Medical Room for the medical treatment and care of children during school hours. This room contains a lavatory and a wash basin.

6. Hygiene/Infection control

Basic hygiene procedures are followed by staff.

Single use disposable gloves are worn when treatment involves blood or other body fluids.

Care is taken when disposing of dressings or equipment.

7. First Aid Procedures

On-site procedures – unwell student

- If a pupil is unwell, they should not be in school. Parents should not send their child to school if they are ill. Any pupil who vomits or has diarrhoea will be sent home.
- If a student feels ill or is injured, they should always report to college reception. Reception staff are trained First Aiders and will assess the situation and take action accordingly.
- The First Aider will decide if a student needs to go home. Students **ARE NOT PERMITTED** to phone home of their own accord.
- A responsible adult must collect them. Pupils will generally not be allowed to walk home or catch a bus alone.
- If the first aider sends a pupil home, they will either ask the parent to complete the school 'signing out' book or complete it themselves.

On-site procedures – Accidents resulting in injury

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 first aider 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

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by trip lead prior to any educational visit that necessitates taking pupils off school premises.

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

Incidences involving substance abuse

- First Aider will assess the student and try to ascertain what drugs were taken.
- Parent/Carer will be contacted and asked to take the pupil home, if they suspect the pupil is under the influence of something, to be observed.
- For serious concerns, an ambulance (999) will be called and parents notified.

8. Record Keeping and Reporting

First Aid Treatment

A record of all first aid treatment given by first aiders or appointed persons is kept on SIMs. Records include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Whether pupil sent home or back to normal lessons
- Name of first aider or person dealing with the incident.

If a student requires further treatment (illness or injury) or has a head injury, parents will be contacted by phone or letter, as appropriate.

Accident Record Book

- An accident form will be completed by the first aider 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.
- All accident forms will be reviewed by the Academy Principal and reported to Governors and others as appropriate.
- Accident forms will be kept on staff/pupil files.

Reporting to the HSE

The Principal 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 Principal 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 (refer to guidelines)
- 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

Further information on when to make a report is detailed here:

[Incident reporting in schools](#)

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>

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

Staff are encouraged to renew their first aid training when it is no longer valid.

10. Appendix 1 – First Aid Staff

Lead First Aider(s)	Training Review Date
Jenni Goldsmith	24.04.25
Louise Reeves	Administrative capacity

First Aider	Days' Training	Training Review Date
Martin Bacon	1	17.03.23
Richard Barlow	3	14.02.22
John Barnes	1	14.03.21
Kelly Coghlan	3	16.11.20
Beth Cooke	3	26.06.23
Chloe Evans	3	20.11.22
Hilary Forrester	3	23.02.21
Tom Fung	3	06.12.22
Marta Gunner	3	20.03.23
Becky Jackson	3	14.02.22
Andrew Kennedy	3	01.04.21
Pam Jones	1	12.06.21
Isabel Moulds	3	25.10.22
Cat Nicholls	3	20.11.22
Anne Rice	1	12.06.21
Emma Tidby	1	14.03.21
David Wilson	1	14.03.21



11. Appendix 2 – Accident Report Form

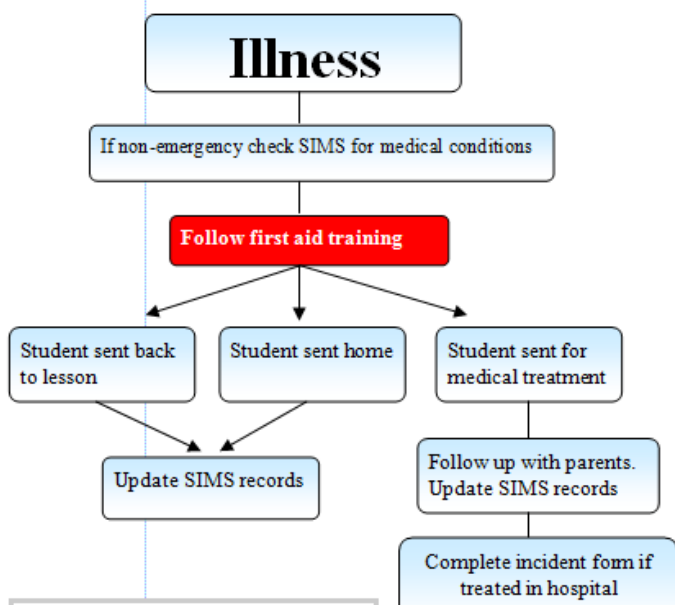
Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<i>Witness Statement(s) if appropriate</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

12. Appendix 3 – First Aid Protocol Flow Chart

FIRST AID PROTOCOL

Persons attending students who are ill or injured

Ensure area safe to enter and ensure own safety

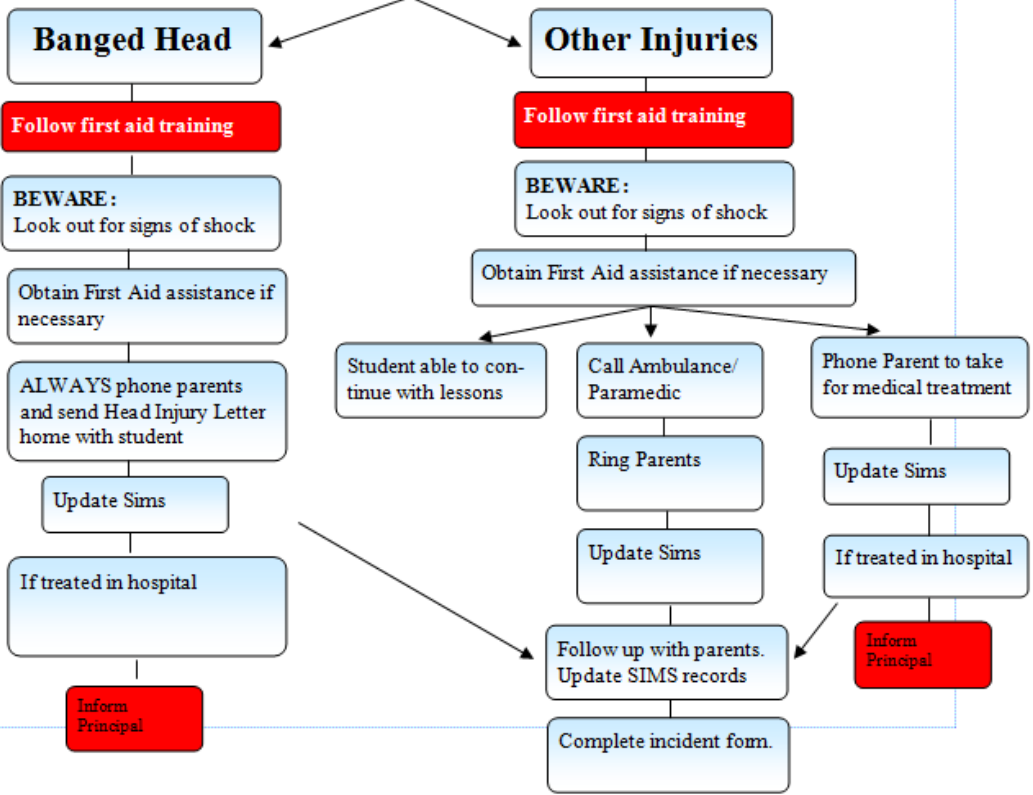


SIMS records must always be updated when a student has come to first aid, regardless of the injury/illness. The path is as follows:

SIMS - Student Details - Medical - Medical Events
 Click "new". "Event Type" choose from dropdown menu
 "Description" choose from drop down menu
 "Date" enter date
 "Notes" click on "new"
 "Type" always select "unspecified"
 "Summary" what happened/illness
 "Note" what first aid was administered/ action taken
DON'T FORGET TO PRESS SAVE

Injury

If non-emergency check SIMS for medical conditions
 In emergency cases ask another member of staff to check SIMS for medical conditions



This diagram is not meant to be conclusive, however, it does help to identify the need for a plan of action.