



# **First aid Procedure**

## **Kingsmead School**

**(For Covid related medical procedures please refer to the School's Covid Risk Assessment)**

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# 1. Aims

The aims of our first aid procedure 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

This procedure 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

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

# 3. Roles and responsibilities

## 3.1 Appointed person(s) and first aiders

The school's appointed First Aid Lead and first aiders 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 (First Aid Lead)
- 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 Aid Lead and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 John Taylor MAT and the local governing body**

John Taylor MAT has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's local governing body.

The local governing body delegates operational matters and day-to-day tasks to the headteacher/head of school and staff members.

### **3.3 The local governing body**

The local governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher/head of school and staff members.

### **3.4 The headteacher/head of school**

The headteacher/head of school 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)

### **3.5 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 the First Aid Lead or first aider is not called
- Informing the Head of school 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 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 school Receptionist will contact parents immediately
- The First Aid Lead or 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

## 4.2 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 the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

## 5. First aid equipment

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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Vented resuscitation shield to administer mouth to mouth
- Protective Gloves

No medication is kept in first aid kits.

**In addition:** The First Aid Lead and First aiders in each Key Stage hub hold a First Aid kit bag containing all of the above plus additional items to be used only by fully trained First Aid at Work staff, as listed in Appendix 1.

- Burns treatment gel/dressings
- Scissors
- Safety pins
- Pillow, Blanket and foil blanket
- Cold Compresses
- Sterile Eye Wash - also located in our Science Labs

**Defibrillator:** The school's defibrillator is located in the lower floor admin corridor behind main reception. Notices are displayed around the school of its location.

First aid kits are stored in the following areas of school and are checked half termly by First Aid Lead

- The Medical room
- Reception (at the front desk)
- Sports Hall (Male and Female)

- Science prep room/labs
- Science Classrooms C01, C03, C04, C05, C06, C07, C14, C15, C17
- Technology Classroom C08, C10, C11
- Art C18
- School vehicles
- Staff Workroom
- Drama Studio
- School House
- 6<sup>th</sup> Form Office
- Library
- New Block Office
- MFL
- Mobiles (J01)
- KS3 Hub
- KS4 Hub

## 6. Record-keeping and reporting

### 6.1 First aid and 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the student records admin person
- 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.
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### 6.2 Reporting to the HSE

The Site & Buildings Supervisor (Karl Hadlington) 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 Site & Buildings Supervisor 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
  - 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

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)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The First Aid Lead or first aider 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 as reasonably practicable.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head of School 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 Designated Safeguarding Lead will also notify the LADO and local Safeguarding Team at Springvale of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. 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.

## **8. Monitoring arrangements**

This procedure will be reviewed by the headteacher/head of school every two years.

At every review, the procedure will be approved by the local governing body.

## Appendix 1: list of appointed First Aid Lead and trained first aiders – emergency cover for pupils and staff

Staff member's name	Role	Contact details
Louisa Taylor (Senior First Aider – First Aid Lead)	First Aid Lead And KS3 Administrator	01543 227332 or 01543 227354 <a href="mailto:l.taylor@kingsmeadschool.net">l.taylor@kingsmeadschool.net</a>
Kathleen Gleeson (First Aid at Work)	Attendance Lead	01543 227324 or email <a href="mailto:k.gleeson@kingsmeadschool.net">k.gleeson@kingsmeadschool.net</a>
Diane Powell (First Aid at Work)	Receptionist	01543 227320 or email <a href="mailto:d.powell@kingsmeadschool.net">d.powell@kingsmeadschool.net</a>
Vicky Slade (First Aid at Work)	KS4 Administrator	01543 227361 or email <a href="mailto:v.slade@kingsmeadschool.net">v.slade@kingsmeadschool.net</a>
Mike Sewell (First Aid at Work)	KS5 Academic Mentor	01543 227376 or email <a href="mailto:m.sewell@kingsmeadschool.net">m.sewell@kingsmeadschool.net</a>
<b>For Site/Contractors – school holiday periods</b>		
Karl Hadlington (Emergency First Aid)	Site & Buildings Supervisor	01543 227377 / Radio contact during school day or email <a href="mailto:k.hadlington@kingsmeadschool.net">k.hadlington@kingsmeadschool.net</a>
Dave Halford (Emergency First Aid)	Site Technician	01543 227320 / Radio contact during school day or email <a href="mailto:d.halford@kingsmeadschool.net">d.halford@kingsmeadschool.net</a>
Penny Watt (Emergency First Aid)	Site Technician	01543 227320 / Radio contact during school day or email <a href="mailto:p.watt@kingsmeadschool.net">p.watt@kingsmeadschool.net</a>



## Appendix 2: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<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>			
<b>Follow-up action required</b>			
<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>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<b>First Aid at Work (3 day training course)</b>	Louisa Taylor Kathleen Gleeson Mike Sewell Diane Powell <b>Vicky Slade</b>	10/12/2019 15/12/2017 21/03/2019 09/07/2019 <b>18/09/2020</b>	09/12/2022 14/12/2020 20/03/2022 09/07/2022 <b>18/09/2023</b>
<b>Emergency First Aid at Work (1-day training)</b>	Karl Hadlington Dave Halford * Penny Watt	14/11/2018 03/07/2017 08/04/2019	13/11/2021 02/07/2020 07/04/2022
*Re-training booked for November 2020			