

First Aid in School

Kennet School



Review

Approved by:	Board of Directors	Date:	July 2024
Last Review Date:	July 2024	Next Review Date:	July 2023

Responsibilities

School Senior Staff	Implementation of process at school level
Governors	Check school compliance with process and report breaches or concerns to Directors
Directors	Review and approve the process

Material Changes to Policy Since Last Publication

Section:	None
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1. Aims

The aims of our first aid process are to:

- Ensure the health and safety of all staff, pupils and visitors
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation & Guidance

This process 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 assess 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

This process complies with our Funding Agreement and Articles of Association.

3. Roles & Responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aider is School Matron. 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
- Liaising with School Matron to decide when 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
- Keeping their contact details up to date

Our school's First Aiders are listed on Smart Log and information held by the office daily during working hours.

3.2 The Local Governing Board

The Directors delegate the responsibility for 'Ensuring the school complies with Health & Safety policies as well as challenging school leaders to ensure best practice is followed and safety is prioritised' (Scheme of Delegation) to the Governing Board. The Headteacher is 'Responsible for local implementation of policies including development of school procedures and internal reporting on statutory requirements.' (Scheme of Delegation).

3.3 The Deputy Head Pastoral

The Deputy Headteacher Pastoral is responsible for the implementation of this process, including:

- Ensuring that an appropriate number of appointed persons and/or 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 (see section 6).

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- 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 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 they should liaise with Matron or senior staff member, 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, Matron will contact parents immediately
- Matron 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'/carers' contact details.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. Matron and Kennet School Inclusion Team will review trip lists and highlight any concerns. All trip information will be reviewed by the EVC and signed off by the Headteacher. A trip information pack will be issued to the trip leader.

There will always be an adequate first aid provision depending on the pupils attending and the type of trip being undertaken.

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
- Cold compresses.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Department offices
- Some science labs
- Some design and technology classrooms
- The school kitchens
- School vehicles
- Headteacher's office.

6. Record-keeping & Reporting

6.1 First Aid & Accident Book

- An accident form will be completed by Matron on the same day or as soon as possible after an incident resulting in an injury
- A copy of the accident report form will be kept on record
- Records held in the first aid and accident system 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 Trust Estate Manager should be informed of any accidents/incidents that may need to be reported to the HSE. Reportable accidents/incidents vary according to who is involved, i.e. Pupils, staff, contractors or members of the public. [Click here for HSE guidance >>>](#)

The report should be made by the Headteacher or a nominated person within the timescales set out in the guidance.

7. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, details of the training they have received and its expiry date.

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

8. Monitoring Arrangements

This process is reviewed and approved by the Board of Directors.

9. Links with Other Policies & Procedures

This document is linked to the

- Health & Safety Policy
- Risk Assessment Procedure
- Supporting Pupils with Medical Conditions.

All statutory policies are published on the school website.



Medical Emergency Procedure

Kennet School

