

# **First Aid Policy**

## **The Swan School**

**Person responsible for policy: Kay Wood**

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Review Date: March 2026

**Schools are required to refer to the First Aid page of the RLT Members Site for further guidance**

Under the Health & Safety (First Aid) Regulations employers are required to make provision for first-aid for those taken seriously ill or injured in an accident at work. Schools are required to set in place arrangements for dealing with First Aid, based on a suitable and sufficient assessment of need (risk assessment). These arrangements must be adequate and appropriate in the circumstances and cover all people, equipment and activities both on and off site; and 'out of hours' activities.

The aims of The Swan School 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

First Aid Treatment is for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance is obtained. The main aim of First Aid is:

- To prevent the deterioration of an individual's condition until expert professional help is available.
- In the event of serious injury, accident or sickness the First Aider should administer appropriate First Aid. If necessary the individual should be transferred to a medical centre or hospital without delay.
- First Aid also includes the treatment of minor injuries which do not require a medical practitioner.

[The Academy Trust Governance Guide \(Oct24\)](#) makes reference to the [guidance Health and safety: responsibilities and duties for schools](#). This makes specific reference to ensuring suitable First Aid Policies are in place.

*"...The regulations set out First Aid provision in the workplace, and requires employers to provide adequate and appropriate equipment, facilities and qualified First Aid personnel for employees. While the health and safety regulations do not require employers to provide First Aid for anyone other than their own employees, it is strongly recommended **that all educational and early years settings consider the needs of non-employees such as pupils, students and visitors when making provision for First Aid.***

*Where **schools have early years provision at least one person who has a current paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.** Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric First Aider is able to respond to emergencies quickly".*

All workplaces and schools (and dependent upon an assessment of First Aid needs) must have a sufficient number of suitably trained First Aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of First Aid arrangements, provided the assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained First Aider.

#### DEFINITIONS OF DIFFERENT FIRST AID ROLES:

- **Appointed Person:** Individual **who takes charge of organising (not administering)** First Aid (e.g. looking after First Aid equipment and calling emergency services).
- **First Aider (EFAW):** Competent person qualified to administer **emergency First Aid only.**
- **First Aider (FAW):** Competent person qualified to administer **emergency First Aid and normal First Aid**

#### Appointed person(s)

The school's appointed Shelley Joyce 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 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
- Keeping their contact details up to date
- Our school's appointed first aiders will be displayed prominently around the school.

**Different First Aid Training Qualifications**

- EFAW Emergency First Aid At Work
- EYFS Early Years Foundation Stage
- FAW First Aid At Work
- PFAC Paediatric First Aid Training
- Mental Health First Aid

**TRAINING**

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.

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.

**ASSESSMENT OF NEED / RISK ASSESSMENT**

The Swan School will **risk assess their First Aid needs** to establish the level of First Aid protection required.

This risk assessment shall take into account the following:

- The nature of the work and workplace hazards and risks;
- The risk of injury or ill health in the workplace;
- Any specific risks that might require specialist training and First Aid equipment;
- The history of accidents at the school;
- The nature of the workforce;
- Staffing levels at the school;
- The age of visitors (Inc. pupils) to the school
- Work patterns and distribution of workforce throughout the location;
- The extent of any activities carried out, outside of normal school hours (Weekend classes, Summer schools, adult education and when any part of the premises is hired out to other organisations);
- Any staff or regular visitors (Inc. pupils) with known existing health issues;
- Any staff or regular visitors (Inc. pupils) with language difficulties, disabilities or special health problems;
- The need to provide First Aid for those other than employees who visit the workplace, e.g. pupils, parents, partners, volunteers, members of the public.
- Other medical services that may be available at or near to the workplace;
- Distance from workplace to emergency medical services;
- The number of existing First Aiders and/or Appointed Persons;
- Existing First Aid equipment and its location.
- Annual leave and other absence of First Aiders and appointed persons

In some circumstances Staff and the persons with them may be working on premises where the First Aid is provided by another employer. In these cases the member of Staff leading the group is responsible for ensuring that the First Aid arrangements are known.

## **STAFF RESPONSIBILITY**

**The Headteacher is responsible for ensuring the following is carried out:** The Headteacher may delegate this to their School Manager or another appropriate member of their team.

- Ensuring appropriate risk assessments are carried out, and appropriate measures are put in place
- An appropriate number of First Aiders and appointed person/s are nominated
- First Aiders are appropriately qualified and resources are made available for First Aiders to carry out their training
- A First Aid room is identified and equipped as required;
- Appropriate First Aid boxes are provided and maintained;
- The premises has appropriate First Aid signage;
- Staff are advised of the school's First Aid arrangements
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **School staff are responsible for:**

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents/accidents
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **FIRST AID PROCEDURES**

### **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 the 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 administrative staff or SLT 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 practicable 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
- An up to date and properly equipped portable first aid kit
- Information about the specific medical needs of pupils (eg individual Risk Assessment)
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked and properly equipped first aid box.

Risk assessments will be completed by the Trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits

## **FIRST AID EQUIPMENT**

The school has a sufficient number of First Aid kits which are easily and readily accessible, and equipment as necessary. The kits are checked, including their contents on a monthly basis.

## **FIRST AID AND ACCIDENT RECORD BOOK**

- An a safesmart record 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
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book/safesmart for adults 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. Records for children will be retained until the child reaches the age of 18 years old.

## **REPORTING TO THE HSE**

The School Business Manager 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 details of this must be entered into safesmart under the relevant RIDDOR section.

The School Business Manager 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.

Descriptions of reportable injuries, diseases or dangerous occurrences, can be found from the HSE website Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

## **NOTIFYING PARENTS**

The qualified 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. Parents will also be informed if emergency services are called.

## **MONITORING ARRANGEMENTS**

This policy will be reviewed by the School Business Manager at least every year. At every review, the policy will be approved by the Headteacher

## **FIRST AID ROOMS**

Where the assessment has shown that a First Aid room is required the School Business Manager shall ensure that:

- A suitable room is identified;
- The room is suitably equipped;
- The room is clean and ready for immediate use.
- The room is appropriately stocked.
- The room has hand washing facilities available.
- The room is close to toilet facilities.
- Where practical the room is sited on the ground floor.
- Lead to a suitable external exit route.
- Have some form of emergency lighting where necessary.
- The room is correctly signposted with the First Aid symbol;
- The room is accessible to stretchers and wheelchairs and any other equipment that may be required to convey patients.

## REFERENCES, LEGISLATION AND GUIDANCE:

- 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
- Further information and Guidance for staff is provided on the RLT Members site.