

First aid policy

West Moors Middle School



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1. 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

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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Mrs D Feavearyear. 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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, 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 aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The local authority and governing board

The Dorset Council 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 governing board.

The governing board 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/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 and/or appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider 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 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the reception team will contact parents/carers immediately
- The first aider/witness staff member 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 including, at 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
- Information about the specific medical needs of pupils
- Parents/carers' 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 first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser 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.

5. First aid equipment

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

- 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

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- All science labs
- All design and technology classrooms
- The school kitchens

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
- 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 appointed person will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher 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 Headteacher 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:
 - 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

Pupils 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 where 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)

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/carers (early years only)

The reception team/relevant first aider will inform parents/carers 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. For pupils with minor injuries and who are to stay in school an accident form will be issued to inform their parents/carers of the accident. For head injuries, or injuries which may require medical follow up/monitoring, parents are informed as soon as reasonably practical. Parents/carers will also be informed if emergency services are called.

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).

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 appointed person and Headteacher every two years.

At every review, the policy will be approved by the Headteacher and Full Governing Board.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Ms D Feavearyear	Appointed person / administrative officer	01202 872474
Ms M Gerchen	Administrative Officer	01202 872474
Mr J Perry	P.E Coordinator	01202 872474
Ms S Crichton	LSA	01202 872474
Ms N Kelly	Finance officer / HR	01202 872474
Mrs B Izzard	DT Technician	01202 872474
Mrs D Craddock	Headteacher	01202 872474
Mrs J Wos	LSA	01202 872474
Miss N Cliff	Administrative Officer	01202 872474
Mrs A Smith	LSA	01202 872474
Ms L Reade	LSA	01202 872474
Mrs N Harvey	HTLA	01202 872474

Appendix 2: accident report form by Dorset Council

H&S Team use only:

F2508:

Details of Affected Person				
Surname:	Click here to enter text.		Forename	Click here to enter text.
Date of Birth:	Click here to enter text.	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Prefer to self-describe: <input type="checkbox"/>
Does your gender differ from that at birth?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
Job Title:	Click here to enter text.		Place of Work	Click here to enter text.
Home Address	Click here to enter text.			
Telephone No.:	Click here to enter text.			
Employers name, address & telephone no. (if not DC)	Click here to enter text.			
Was more than one person injured in the same incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>			

<p>Type of Incident:</p> <p><input type="checkbox"/> Accident</p> <p><input type="checkbox"/> Violence (Actual)</p> <p><input type="checkbox"/> Violence (Threat)</p> <p><input type="checkbox"/> Work Related Disease</p> <p><input type="checkbox"/> Potential Hate Crime</p> <p><input type="checkbox"/> Near Miss</p>	<p>Injured/Affected Person:</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Service User</p> <p><input type="checkbox"/> Contractor / Agency</p> <p><input type="checkbox"/> Volunteer</p> <p><input type="checkbox"/> Member of Public</p>	<p>Directorate:</p> <p><input type="checkbox"/> Corporate Development</p> <p><input type="checkbox"/> People - Adult</p> <p><input type="checkbox"/> People - Children</p> <p>Place Directorate -</p> <p><input type="checkbox"/> Place Services</p> <p><input type="checkbox"/> EGI</p> <p><input type="checkbox"/> Customer services / Archives & Libraries</p>	<p>To whom was the accident first reported?</p> <p>Name: Click here to enter text.</p> <p>Post Held: Click here to enter text.</p> <p>Date: Click here to enter text.</p> <p>Time: Click here to enter text.</p>
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Does the affected person consent to share information with Dorset Council recognised Trades Unions YES NO

<p>Location of Incident:</p> <p>If incident happened away from establishment/base, give details. (eg. service users house/public place/at someone else's premises)</p> <p>Click here to enter text.</p> <p>Precise place of incident (e.g. stairs, corridor)</p>
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<p>Incident details</p> <p>Date of incident: Click here to enter text.</p> <p>Time of incident: Click here to enter text.</p> <p>What was the incident & how did it happen? (If insufficient space attach details on separate sheet)</p>
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Click here to enter text.

Injury - What injury resulted (state cut, bruise, fracture. Indicate left/right)

Click here to enter text.

Time lost - Did incident result in injured/affected person's absence/inability to undertake normal duties YES NO

Inform the County Health & Safety Team by phone to report any lost time, other than on the day of the accident - 01305 225019

Details of any witness (s)

Details of assailant(s), if known (in case of violent incident/hate crime)

Name, address, telephone no. (if not DC employee)

Click here to enter text.

Click here to enter text.

Action taken

- No action required Attended Doctor or Health Centre
 First aid on site Sent or taken to hospital
 Sent or taken home Detained in hospital over 24hr
 Police informed

Report completed by:

Name Click here to enter text.
Job title Click here to enter text.
Date Click here to enter text.

What action has been taken to prevent a recurrence: (Line Manager to complete, use separate sheet if necessary)

Click here to enter text.

Name:	Click here to enter text.	Signature:	Click here to enter text.	Date:	Click here to enter text.
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Print or save and send one copy to Dorset Council Health and Safety Team healthandsafety@dorsetcouncil.gov.uk , County Hall, and retain one copy in the workplace.

Health & Safety Team Use Only

Click here to enter text.

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 RENEWED (WHERE APPLICABLE)
First Aid at work – 3 day	Ms D Feavearyear	30 th April 2025	30 th April 2028
First Aid at work – 1 day	Ms M Gerchen	20 th March 2025	20 th March 2028
First Aid at work – 3 day	Mr J Perry	18 th May 2023	18 th May 2026
Emergency First Aid at work	Ms S Crichton	4 th June 2024	4 th June 2027
Emergency First Aid at work – 1 day	Ms N Kelly	2 nd October 2024	2 nd October 2027
Emergency First Aid at work – 1 day	Mrs B Izzard	16 th March 2025	16 th March 2028
Emergency First Aid at work – 1 day	Mrs D Craddock	28 th June 2022	28 th June 2025
Paediatric First Aid – 1 day	Mrs J Wos	6 th March 2024	6 th March 2027
Emergency First Aid at work – 1 day	Miss N Cliff	13 th July 2023	13 th July 2026
First Aid at work – 3 day	Mrs A Smith	27 th March 2024	27 th March 2027
Paediatric First Aid	Ms L Reade	16 th February 2024	16 th February 2027
Emergency First Aid at work – 1 day	Mrs N Harvey	28 th April 2025	28 th April 2028