Reviewed March 2021

Eastbrook Secondary School

First Aid Policy

School/Academy Name:	
Date of Adoption:	
Chair of Governors Signature	
Signature of Head Teacher:	

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update

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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

- 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 persons are Gill Ellis (Library Supervisor) and Billy Abbot-Vickers (Head of Year 9 – Pastoral). 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.
- Coordinating the sending home of students 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 1).

3.2 The local authority and governing board

The London Borough of Barking and Dagenham 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 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 the School Business 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 first aider or school office on their behalf will contact parents immediately.
- The first aider or supervising member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- Information about the specific medical needs of pupils
- The school will adhere to the first aid procedure of the place that is being visited

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

Where the Risk Assessment deems it necessary a first aider will be allocated to go on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits.

- First aid kits are stored in:
- The medical room
- Reception (at the desk)
- The school canteen
- School minibus

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or supervising member of staff 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 1.
- A copy of the accident report form will also be added to the pupil's educational record by the school office.
- 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 [You should check whether your insurer requires accident records to be retained for a longer period of time].

6.2 Reporting to the HSE

The School Office 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 School Office on behalf of the Headteacher 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 scalding 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.

6.3 Notifying parents

The first aider or school office on their behalf 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 Headteacher or Designated Safeguarding Lead 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 Headteacher or Designated Safeguarding Lead will also notify the relevant local child protection agencies 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.

Staff are encouraged to renew their first aid training in good time before it expires

8. Monitoring arrangements

This policy will be reviewed by the Headteacher and appointed lead/s for first aid every 2 years.

At every review, the policy will be approved by the Governing Body

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Trips and Visits Policy

Accident / Incident Report Form

London Borough of Barking & Dagenham

Please call 020 8724 5233 for a Larger Font

This form is to be used for all types of hazardous incidents including work related illness, disease, stress, violence and aggression, race/hate and motor vehicle accidents. When completed your manager should scan and email this to the HRServices@sd.lbbd.gov.uk or send via post to HR, Maritime House, Barking, as soon as possible (ideally within 24 hours). Violent or aggressive incidents should also be reported to the Security section. **Any serious accident/incident must be reported immediately to your manager and the HR Service Centre on 020 8724 5233**

Part A **To be completed by or for the person involved.** (Please print in block capitals).

1. Injured Person Involved
Please complete all sections on the form

Name (print)	
Address (Include Postcode)	
Date of Birth	
Contact Number(s)	
	Male ☐ **Female** ☐

Department	Children and Young People
Service Area	Schools
Section	

Non Employee	☐	**Employee**	☐
Member of Public/Visitor	☐		
Service User	☐	Employee number	
Residential Care User	☐	_____	
Tenant	☐		
Pupil/Student	☐		
Agency/Contractor	☐	Occupation	
Name		_____	

2. What Happened? A brief description.
Continue on another sheet if necessary.

3. Where and when did it

Site Address	
Where at the site?	
Date	
Time	

4. Injury Details

Part of Body (left/right)	
Injury Type e.g. bruise, cut, etc	
If the injury or condition changes please notify HR on 020 8724 5233	

First Aid given?	Yes ☐ No ☐
Name of First Aider	
Treatment given	

Sent/taken to hospital?	Yes ☐ No ☐
Outcome of visit (if known)	

5. Witness

Name	
Address	
Contact number(s)	
Further information and / or statements attached?	Yes ☐ No ☐

Person Completing Part A	
Name (Block capitals)	
Signature	Please check box if sent via email ☐
Date	
Involved person received a copy of this report? ☐	

Do you consider this to be a hate motivated incident? Yes ☐ No ☐

If yes, please fill out the hate incident form – available from the intranet:
http://lbbd/hate-crime/hate-crime-home.htm

Part B **To be completed by Manager/Supervisor/Head Teacher.** (Please print in block capitals).
Please ensure senior management are notified of serious accidents, incidents, dangerous occurrences.

1. Investigation of the accident/incident
As part of your investigations, are you satisfied that the incident occurred:

At the date, time and location stated overleaf?	Yes ☐ No ☐
Were they authorised to be doing this at the location?	Yes ☐ No ☐

2. Risk Assessments, Procedures of safe working practice

Is there a valid risk assessment For the task?	Yes ☐ No ☐
Is there a current code of safe working practice or procedure for this work and has the employee been given a copy? State Type: _____ Date Given: _____	Yes ☐ No ☐

3. Applicable to Employees only

Has instruction or training been given for the task/equipment etc. involved?	Yes ☐ No ☐
Was Personal Protective Equipment being used? If so, what type	Yes ☐ No ☐
Did the injured person report to Work the next working day? If not, (and if known) how long will they be absent from work?	Yes ☐ No ☐
Did the injured person finish their shift?	Yes ☐ No ☐

If the employee is absent from work for 7 days or more (including non working days) Please contact the HR Service Centre on 020 8724 5233.

4. Violence & Aggression only

Has a copy of this report been sent to the Security Manager, Finance & Resources	Yes ☐ No ☐
Has counselling or other support been offered? Date Referred	Yes ☐ No ☐
Were the police involved?	Yes ☐ No ☐
Did they attend?	Yes ☐ No ☐
Crime Reference Number	
When were the police called?	
When did the police arrive?	

5. When was the incident reported?

Date	
Time	
To whom	

6. Investigation Findings:
Please state your existing control measures and further actions required to prevent reoccurrence.

Weather conditions (if incident occurred outside)

Person completing Part B Manager / Supervisor / Head Teacher only	
Name (Block Capitals)	
Contact Number(s)	
Signature	Please check box if sent via email ☐
Date	

Office Use Only: Advisors Notes

Additional Sheet

Only print if necessary

Please use the space below if you need to provide further information for any section of the form, or if you have any additional comments.

Injured Person Involved: Date of Birth: