



## **The King's (The Cathedral) School**

### **First Aid Policy**

Responsibility:	Mr O Pengelly
Ratified By:	Governing Body
Date Reviewed:	February 2025
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# First Aid Policy

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## 1. AIMS

The aims of our first aid policy are to:

- 1.1 Ensure the health and safety of all staff, students and visitors.
- 1.2 Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- 1.3 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 on first aid in schools and health and safety in schools, and the following legislation:

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some incidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such incidents must be kept.
- 2.5 Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of incident records.
- 2.6 The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Appointed Person(s) and First Aiders

The School's appointed person is the Pupil Receptionist. 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. Summarise recorded incidents that will be reported to governors termly.
- Keeping secure Incident Records for 5 years.

3.2 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. Pupil Reception will send students home to recover, where necessary.
- Filling in an incident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up-to-date.

The School holds a database of all trained FAW/EFAW staff members. Names of staff who are first aiders will also be displayed prominently around the School site. The Senior Administrative staff will distribute these to noticeboards at least once per year.

### 3.3 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the School, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 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 students.
- Reporting specified incidents to the HSE when necessary (see section 6.2).

3.5 Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in School are.
- Completing incident reports 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 incident 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 at 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 student is too unwell to remain in School, parents/guardian will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents/guardian.
- If emergency services are called, a member of SLT or member of the support staff team will contact parents/guardian immediately. If no contact can be made with the parent/guardian, an appropriate adult will accompany the student to hospital.

- The first aider/relevant member of staff will complete an incident report form on the same day or, as soon as is reasonably practicable, after an incident resulting in an injury. This must then be passed to the Headteacher.

## 4.2 Off-site procedures

When taking students off the School premises, staff will ensure they always have the following:

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of students;
- Parents'/guardians' contact details.

Risk assessments will be completed by the relevant staff member prior to any educational visit and will be approved by the Off-site Visits Coordinator (OVC) that necessitates taking students off School premises.

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

## 5. FIRST AID EQUIPMENT

### 5.1 A typical first aid kit 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
- Cold compresses
- Burns dressings.

### 5.2 No medication is kept in first aid kits. First aid kits are stored in:

- Pupil Reception
- Premises Office
- Main Kitchen
- The Sixth Form Cafe
- Art Office
- DT Office
- Food Technology
- Biology Preparation Room
- Physics Preparation Room
- Chemistry Preparation Room
- PE Office
- PE Pavilion
- Madeley House (Ground floor JD Admin Office)

## 6. RECORD-KEEPING AND REPORTING

### 6.1 First aid and incident record book

- An incident form will be completed by the first aider/relevant 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 incident, including all of the information included in the incident form (see Appendix 1).
- For incidents involving students, a copy of the incident report form will also be added to the student's medical incident record file by the Pupil Receptionist.
- Records held in the first aid and incident book will be retained by the School for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of by the Premises Manager, who will maintain these records.

### 6.2 Reporting to the HSE

The Headteacher will keep a record of any incident which 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 Health and Safety Executive 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 incidental release of a biological agent likely to cause severe human illness.
- The incidental 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 incident “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:

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

## **7. TRAINING**

All 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 when it is no longer valid.

## **8. MONITORING ARRANGEMENTS**

This policy will be reviewed by the Assistant Headteacher Responsible for Medical Needs annually. 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 following policies:

- Health and Safety
- Supporting Students with Medical Conditions.



## Incident Report Form

**To be completed for each incident and returned/emailed to the Medical Room without delay**

Date	Time	Name	Age	Sex	Form	Full circumstances of incident/accident	Details of injury and severity assessment	First Aid Given	Incident Witness/s Name/s	Staff in Charge