



SOUTHBOROUGH
HIGH SCHOOL

Southborough High School

First aid policy

Approved by: RPF

Date: May 2020

Last reviewed on: New Policy (Statutory)

Next review due by: June 2022

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 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 Health & Safety at Work Act 1974. <https://www.hse.gov.uk/legislation/hswa.htm>

Section 1 Main Purposes of the act

- To secure the health, safety and welfare of persons at work
- To protect other persons from risks arising from the work activities
- To control hazardous substances
- To control emissions to the atmosphere

Section 2-9 General Duties

- Ensure health and safety of employees
- Provide safe plant and systems
- Ensure safe handling storage and transport
- Provide information instruction and training to ensure health and safety
- Maintain equipment in a safe condition
- Provide and maintain a safe working environment
- Prepare a safety policy
- Appoint safety representatives where appropriate
- Protect non employees from risks
- Duties of those in charge of premises to ensure safe access and egress
- Duties of those in charge of premises to control plant and substances
- Duties of those in charge of premises to prevent noxious emissions
- Duties of manufacturers to ensure safe goods
- Duties of employees to take care of self and others
- Duties of employees not to interfere with safety equipment
- Duty on employers not to charge employees for safety provisions
- [The Management of Health and Safety at Work Regulations 1999 \(Amendment\) 2006](#), 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has trained first aiders, 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, or as soon as is reasonably practicable, after an incident via the online incident management portal <https://app.workrite.co.uk/SecureLogin/SecureLogin.aspx>
- Keeping their contact details up to date
- Report all notifiable diseases, including confirmed cases of COVID-19 to Public Health England, PHE London tel 0207 811 7000, Ground Floor, South Wing, Fleetbank House, 2-6 Salisbury Square London EC4Y 8JX

Our school's first aiders and mental health first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

3.2 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

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid 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
- 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)

3.5 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, 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, a member of admin staff will contact parents immediately
- The first aider 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 mobile phone
- Information about the specific medical needs of pupils
- Access to parents' contact details

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

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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in the medical room and in the school minibuses.

Staff administering First Aid to the students who display symptoms of COVID-19 are provided with the following personal protection equipment:

- Disposable non-latex gloves
- Fluid-resistant (Type IIR_) surgical mask
- Disposable plastic apron
- Safety goggles (reusable, to be sanitized between uses)

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.
- A copy of the accident report form will also be added to the pupil's educational record by the admin team.
- 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.
- Academy Business Manager or Headteacher will investigate all the reported incidents/ and accidents, put any necessary measures in place to prevent further incidents and accidents happening (if applicable) and submit findings of investigation to LA H&S team, who will in turn determine if the incident/accident is reportable under the RIDDOR.

• 6.2 Reporting to the HSE

The Academy Business Manager 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 H&S representative from LA 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 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
- 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
- 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

6.3 Notifying parents

A member of school staff 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 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 Safeguarding lead will also notify local child protection agency 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 when it is no longer valid.

8. Mental Health first aiders

9. The school is committed to promoting and ensuring mental health wellbeing **of our students and staff. The school has a number of trained mental health first aiders (list in Appendix 1), school based councilor as well as monthly staff well-being drop-in sessions run by NHS School health Practitioner.**Monitoring arrangements

This policy will be reviewed every 2 years.

10. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Risk assessment policy
- Supporting Pupils with Medical Conditions policy
- Special educational needs and disability policy

Appendix 1: List of trained first aiders

First Aid				
NAME	JOB TITLE	Type of training	Date of training	Refresher training due on
<u>BELL Nichola</u>	<u>PA to SLT/Clerk to Governors</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>31/10/18</u>	<u>autumn term 2021</u>
<u>CLEMENTS Karen</u>	<u>PSO/Cover Supervisor</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>31/10/18</u>	<u>autumn term 2021</u>
<u>DESAI Alex</u>	<u>Admin/Attendance Officer</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>31/10/18</u>	<u>autumn term 2021</u>
<u>DONNELLY Elaine</u>	<u>Reprographics</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>30/1/19</u>	<u>spring term 2022</u>
<u>HUMPHREYS Sarah</u>	<u>Receptionist</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>22/12/19</u>	<u>autumn term 2022</u>
<u>OLIPHANT Sarah</u>	<u>PA to Headteacher</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>15/5/19</u>	<u>summer term 2022</u>
<u>COLBERT James</u>	<u>PE teacher</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>10/1/18</u>	<u>spring term 2021</u>
<u>JORDAN Chris</u>	<u>PE teacher</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>21/3/18</u>	<u>spring term 2021</u>
<u>HAWKEN Bob</u>	<u>Site Manager/lettings</u>	<u>IHasco First Aid Appointed Person</u>	<u>14/9/17</u>	<u>autumn term 2020</u>
<u>GRINSTEAD Daniel</u>	<u>PE teacher</u>	<u>QAL evel 3 First Aid at Work and The Royal School Lifeline Training Defibrillator and Adrenaline auto injection Module</u>	<u>03/09/2017</u>	<u>autumn term 2020</u>
<u>Thorne Trish</u>	<u>DT technician</u>	<u>First aid at work 3day and 2 day refresher courses</u>	<u>March 2019</u>	<u>spring term 2022</u>

Mental Health First Aiders			
<u>NAME</u>	<u>JOB TITLE</u>		<u>DATE OF TRAINING</u>
<u>Ball Dawn</u>	<u>PSO/Cover Supervisor</u>	<u>Mental health First Aider Level2</u>	<u>17/12/19</u>
<u>CLEMENTS Karen</u>	<u>PSO/Cover Supervisor</u>	<u>Mental health First Aider Level2</u>	<u>18/12/19</u>
<u>Swinchin-Rew Garry</u>	<u>Head of Year</u>	<u>Mental health First Aider Level2</u>	<u>19/12/19</u>
<u>Geering Kate</u>	<u>Head of Year</u>	<u>Mental health First Aider Level2</u>	<u>20/12/19</u>
<u>Banks Alex</u>	<u>Head of Year</u>	<u>Mental health First Aider Level2</u>	<u>21/12/19</u>
<u>Anaphylaxis Training</u>			
<u>NAME</u>	<u>JOB TITLE</u>		<u>DATE OF TRAINING</u>
BELL Nichola	PA to SLT/Office Manager/Clerk to Governors		01/11/2015, Nov 2017
COLBERT James	Head of PE		01/11/2015, Nov 2017
DESAI Alex	Admin/Attendance Officer		01/11/2015, Nov 2017
DONNELLY Elaine	Reprographics		01/11/2015, Nov 2017
HUMPHREYS Sarah	Receptionist		01/11/2015, Nov 2017
JORDAN Chris	PE Teacher / D of E Co-Ordinator		01/11/2015, Nov 2017
O'TOOLE Michelle	Admin support and exam invigilator		01/11/2015, Nov 2017
TAYLOR Sue	6th Form Support / BTEC Officer		01/11/2015, Nov 2017

All staff	Training with the school nurse on anaphylaxis		all staff trained on 30/05/2020