

# Pathways School

## First Aid Policy

### **Policy Monitoring**

Date of last review: June 2024

Reviewed by: Saima Ali Majid, Chair of Governors<sup>1</sup>

Neil Jones, Headteacher

Date of next review: May 2025

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

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<sup>1</sup> The Governors of Pathways School are the trustees of Positive Behaviour Support for Learning (registered charity no.1186125)

## **1. Introduction**

The First Aid Policy aims to:

- Ensure the health and safety of all staff, students, 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**

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 Management of Health and Safety at Work Regulations 1992, which require employers to assess 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, decide 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 students.

## **3. Links to other school policies and practices**

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

## **4. Roles and responsibilities**

### **4.1 The Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school;

- 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.

## **4.2 First aiders**

First aiders are trained and qualified to carry out the role, and 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;
- 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 students home to recover, where necessary;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- The names of the schools first aiders are on display prominently around the school.

## **4.3 Staff**

School 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 and notifying the first aider, where appropriate, to complete the relevant section of the form;
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

## **5. First aid procedures**

**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 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 school administrator will contact parents immediately;
- The first aider and/or relevant member of staff will complete an incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### **Off-site procedures in the event of an incident resulting in injury**

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

- A school mobile phone;
- A portable first aid kit;
- Any pupil specific emergency medication.

Risk assessments will be completed by the Group Leader prior to any educational visit that necessitates taking students off school premises. There will always be at least one first aider on school trips and visits.

## **6. First aid equipment**

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

- Assorted plasters
- Eye pads
- Triangular bandages
- Safety pins
- Sterile dressings
- Antiseptic wipes
- Disposable gloves
- Revival aid (for rescue breaths)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The admin office
- The staff room

## **7. Record-keeping and reporting**

### **First aid and incident record book**

- An incident form will be completed by the first aider and 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 the information included in the incident form;
- Records held will be retained by the school in accordance with the school's insurance retention schedule (this is currently set at 75 years), and then securely disposed of.

## **8. Reporting to the HSE**

The school 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.

### **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 include, but are not limited to:
  - collapse or failure of load-bearing parts of lifts and lifting equipment;
  - accidental release of a biological agent likely to cause severe human illness;
  - 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.

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>

## **9. Notifying parents**

Parents will be informed of any incident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable in the daily contact communication system. The Headteacher will inform parents of any head injuries sustained by a student, as well as any first aid treatment given, by phone call on the same day.

## **10. Reporting to child protection agencies**

The Headteacher will notify the local authority 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 will also notify child protection services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **11. Training**

All school staff have equal opportunities 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 will receive periodic training so that they are kept up to date with new information.