



First Aid Policy

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Introduction and 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

The purpose of this policy

4. First aid procedures

4.1 Minimum on-site provision

First aiders for staff and visitors:

School & College sites: There will be at least one person with a First Aid at Work certificate on site between 8:45 and 3:45 during term time (or until 5:30 if there is an after school club). Where this is not possible due to unforeseen circumstances supervising staff will be made aware of the alternative arrangements/provision (e.g. a staff first aider at another site or available by phone or emergency first aiders on site).

Outside of these times there will be risk assessments in place (e.g. for lone workers) or the procedure below for staff to follow if there are no first aiders available.

Biggleswade Academy: If there is no-one from Ivel Valley with a First Aid at Work certificate on site staff first aiders will be available from Biggleswade Academy or advice will be sought from an appointed person or staff first aider from the school or college sites.

During coronavirus: we will use our 'best endeavours' to ensure one person with a First Aid at Work certificate is present at both the school and college site. If, after taking all possible steps in our power, we're still unable to secure a staff member with a current first aid at work certificate, we will carry out a written risk assessment and ensure someone with emergency first aid certification is on site between 8:45 and 3:45.

First aiders for pupils:

There will be at least one person who has a current Paediatric First Aid (PFA) certificate on the site at all times when there are children aged 2 to 5 present.

School & College sites: There will be at least one emergency first aider per key stage on the premises between 9am and 3:30 (or until 5:30 if there is an after school club). Where this is not possible due to unforeseen circumstances pupil first aiders will be available from other key stages.

Biggleswade Academy: There will be at least one emergency first aider from Ivel Valley on the Biggleswade Academy site. If a first aider is unavailable supervising staff will contact the Biggleswade Academy office for assistance and also contact a member of the Ivel Valley senior leadership team if appropriate.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency first aid certification is on site at all times when these children are in.



4.2 In-school procedures

In the event of an accident resulting in injury or sudden illness:

- The closest member of staff present will assess the seriousness of the injury or sudden illness and seek the assistance of an appropriately qualified first aider, who will provide the required first aid treatment. A first aider will be summoned by radio or phone, stating whether it is a staff or pupil first aider required and whether it is an emergency.

If there is a first aider available:

- The first aider will assess the injury or illness and decide if further assistance is needed from a colleague or the emergency services (999 or 111).
- If required, the first aider will request for someone to call the emergency services from the scene of the incident (so that they can continue to liaise while on the phone) unless there is a specific procedure to be followed for a pupil or member of staff that involves the office
- If further assistance is needed from a colleague or the emergency services a member of the SLT/appointed person should be summoned
- The first aider will also decide whether the injured person should be moved to a more appropriate place or placed in a recovery position
- The first aider will undertake any necessary first aid treatment
- **Pupil:** If emergency services are called, the teacher or other delegated member of staff will contact parents immediately
- **Staff:** If emergency services are called the office should be asked to contact the member of staff's emergency contact if the member of staff is unable to make contact themselves
- **Pupil:** If the first aider judges that a pupil is too unwell to remain in school (but doesn't require the emergency services), they should confirm this with the SLT/appointed person who should ensure that parents are contacted and asked to collect their child. Upon their arrival, the first aider or appointed person will recommend next steps to the parents (e.g. pharmacy, GP, walk-in service or A&E).
- **Staff:** If the first aider judges that the staff member is too unwell to remain in school (but doesn't require the emergency services), they should agree with the individual to either go home themselves, be collected or seek medical assistance (e.g. pharmacy, GP, walk-in service or A&E).
- The teacher or other delegated member of staff will complete a report on CPOMs on the same day or as soon as is reasonably practical after an incident resulting in an injury, including a record of all first aid provided.
- The first aider should add to the CPOM record or make a separate CPOM record

Note: if there is an obvious emergency requiring the emergency services any member of staff should ring 999 without delay – there is no need to wait for a first aider. The SLT will need to be informed immediately.

If there is definitely no first aider available:

- A member of staff will attempt to ascertain whether it is an emergency and if necessary call the emergency services (999 or 111). If in doubt they should call 111 for advice
- If required, a member of staff will request for someone to call the emergency services from the scene of the incident (so that they can continue to liaise while on the phone) unless there is a specific procedure to be followed for a pupil or member of staff that involves the office
- If further assistance is needed from a colleague or the emergency services a member of the SLT/appointed person should be summoned (if available)
- **Pupil:** If emergency services are called, the teacher or other delegated member of staff will contact parents immediately
- **Staff:** If emergency services are called the office should be asked to contact the member of staff's emergency contact



- **Pupil:** If the member of staff believes a pupil is too unwell to remain in school (but doesn't require the emergency services), they should confirm this with the SLT/appointed person who should ensure that parents are contacted and asked to collect their child. Upon their arrival, the first aider or appointed person will recommend next steps to the parents (e.g. pharmacy, GP, walk-in service or A&E).
- **Staff:** If the member of staff judges that the staff member is too unwell to remain in school (but doesn't require the emergency services), they should agree with the individual to either go home themselves, be collected or seek medical assistance (e.g. pharmacy, GP, walk-in service or A&E).
- The teacher or other delegated member of staff will complete a report on CPOMs on the same day or as soon as is reasonably practical after an incident resulting in an injury, including a record of all first aid provided.

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 wear PPE and pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.3 Off-site procedures

When taking a class of pupils 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 pupils (nominal roll)
- Parents' contact details (nominal roll)

Risk assessments will be completed by the teacher on Evolve prior to any educational visit that necessitates taking pupils off school premises. These will need approval from the SLT.

For Early Years classes there will always be at least one first aider with a current Paediatric First Aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all other classes there will always be at least one emergency first aider on school trips and visits.

For off-site visits and trips involving fewer than five pupils it may not be possible to have a first aider so an emergency procedure should be agreed.

During coronavirus: we will use our 'best endeavours' to ensure one person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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

The same procedures should be followed as on-site.

4.4 Taking staff or pupil home or A&E

If a member of staff or pupil cannot be collected or make their own way home or to seek further medical help they should be escorted by a member of staff (or 2 if taking a pupil). The SLT/appointed person should be informed.

A school vehicle should be used where possible. Where this is not possible they should only be taken if the driver has business cover on their insurance.

Full details of treatments received and subsequent actions should be recorded on CPOMs.



5. First aid equipment

There will be a first aid kit in each classroom and in any room where there are additional hazards, including:

- Catering areas
- Food technology rooms
- PE office or store
- Workshop (College)
- Enterprise room (College)
- Vehicles

First aid kits should be appropriate for their location e.g. a range of burns dressings in the catering areas or food technology rooms.

There will be a defibrillator at each site.

6. Record-keeping and reporting

6.1 First aid records on CPOMs

- A record should be made on CPOMs on the same day or as soon as possible after an incident resulting in an injury by the first aider or another appropriate member of staff
- As much detail as possible should be supplied when reporting an accident, including:
 - o Name of person injured
 - o Name of first aider
 - o Full description of incident
 - o Details of first aid treatment given
 - o Details of emergency services involved
 - o Whether any further actions required
- All reports on CPOMs that involve an accident or injury should be reviewed by the Business Manager so that they can be notified to the Central Bedfordshire Corporate Health & Safety team via AssessNet if appropriate.
- Records held 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 retained or securely disposed of in accordance with the Retention or Disposal policy.

6.2 Reporting to the HSE

The Business Manager will record on AssessNet 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 Business Manager and Principal will liaise with the Central Bedfordshire Corporate Health & Safety Team as soon as is reasonably practicable, who will notify the Health and Safety Executive 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
- 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

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

The teacher or member of delegated class 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 Principal 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 Designated Safeguarding Lead will notify 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 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.

First aiders will have the following training/certificates:

- First Aid at Work certificate (3-day course)
- Emergency First Aid at Work certificate (1-day course)
- Paediatric First Aid certificate (2-day course)
- First Aid for schools training (1-day course)

Staff are encouraged to renew their first aid training when it is no longer valid.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.



Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are:

- Principal
- Vice Principal
- Assistant Principals
- Business Manager

They are responsible for:

- Taking charge when someone is potentially seriously injured or becomes ill (they are not required to provide first aid treatment unless they are also a first aider)
- Ensuring that the environment is appropriate for the patient and that all other pupils are moved to another area and are appropriately supervised
- Ensuring that when emergency services are summoned that arrangements are in place for meeting and escorting them
- Sending pupils and staff home to recover or seek further assistance, where necessary.

First aiders are trained and qualified to carry out the role 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
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Filling in an accident report on CPOMs on the same day, or as soon as is reasonably practicable, after an incident or confirming that this has been done by another member of staff

First aider names will also be displayed prominently around the school and on the staff extranet/website.

3.2 The local authority and governing board

Central Bedfordshire 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 Principal and staff members.

3.3 The Principal

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

- Stipulating the minimum number and type of first aiders to be present during the working day
- Workforce planning so that there are adequately trained first aid personnel and/or appointed person(s) present in the school when pupils where practicable to do so
- 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 control measures are put in place



- Reporting specified incidents to the HSE when necessary via the Central Bedfordshire Council Corporate Health & Safety Team

3.4 The Business Manager

The Business Manager is responsible for:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Recording incidents on AssessNet if they meet the criteria stipulated by the Corporate Health & Safety Team and liaising with the team as required
- Ensuring adequate (in-date) first aid equipment is available

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident reports on CPOMs for all incidents (or ensuring that someone else is doing it)
- Informing the Principal or their manager of any specific health conditions or first aid needs

Legal Framework & Statutory Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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
- [DfE guidance - first aid in schools early years and further education](#), which gives non-statutory guidance to employers in early years, school and college settings when carrying out duties relating to first aid on their premises and off-site.

Links with other policies



Equalities and Inclusion

Safeguarding Implications