First Aid Policy

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Approved By	Resources & Personnel Committee
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Staff member responsible for reviewing policy	Business Manager/Operations Manager

This policy applies to all stakeholders within Ivel Valley School & College

Introduction

Under the Health and Safety (First Aid) Regulations 1981, Ivel Valley School & College is responsible for providing adequate and appropriate equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work. The HSE has published detailed first aid guidance to help employers comply with the regulations and offers practical advice on what they need to do. While the regulations do not require employers to provide first aid for anyone other than their own employees, the Department for Education strongly recommends that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

The purpose of this policy

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

Roles and responsibilities

Appointed person(s)

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

Due to having more than one site and staff moving between sites and working different hours there is more than one appointed person. The school's appointed person(s) are:

- Headteacher
- Deputy Head
- Assistant Heads (x4 – across the 2 sites)
- Business Manager
- Operations 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

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 buildings and on the staff extranet/website.

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 Headteacher and staff members.

The governing board (or delegated committee) should approve this policy annually.

The Headteacher

The Headteacher 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 are present, 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

These responsibilities can be delegated as appropriate.

The Business Manager or Operations Manager

The Business Manager or Operations 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
- Designating a member of office staff to maintain shared first aid kits

Staff

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

School staff are also responsible for:

- Ensuring they are familiar with and follow the school's first aid procedures

- Ensuring they know who the first aiders are for their area/key stage
- Completing accident reports on CPOMS for all incidents (or ensuring that someone else is doing it)
- Ensuring that there is adequate first aid cover or arrangements when pupils are being taken off-site (see below for off-site arrangements)
- Checking and restocking first aid kits in their classrooms/trips bags
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Risk Assessment

To determine the level of first aid provision and the arrangements/procedures required there will be an up to date risk assessment in place, which is reviewed regularly. The risk assessment should consider:

- Likelihood of risks of injury/ill health e.g. hazardous areas, hazardous activities
- Numbers of staff, pupils and visitors on site throughout the day
- Location and layout of site
- Competence of first aiders
- First aid supplies
- Awareness of staff of first aid arrangements

First Aid Procedures

Minimum on-site provision

First aiders for staff and visitors:

There will be at least one person with a First Aid at Work certificate on site between 8:30 and 4pm 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).

Before 8:30 and after 4pm during term time and during school holidays there may not be a staff first aider on site. Those on site should know what the arrangements are (e.g. whether there is a first aider at another site or contactable by phone). There will be risk assessments in place (e.g. for lone workers) or staff should follow the procedure below if there are no first aiders available.

First aiders for pupils:

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

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.

In-school procedures

Under school premises regulations each site is required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils. This should include a wash basin and be near to a toilet. Neither site has a dedicated first aid room but every building has areas nearby that can be used for this purpose and also for sick or injured staff and visitors. The first aiders should

consider the location/accommodation when treating an individual to ensure that there is appropriate privacy and that is a calm and quiet environment.

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 in person, by radio or phone, stating whether it is a staff or pupil first aider required and whether it is an emergency.

Please note: All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

It might not be possible to get the immediate assistance of a first aider or it may delay emergency/life-saving treatment seeking one. Therefore, all staff should be prepared to treat a pupil/student, even if not first aid trained, if urgent help/treatment is required e.g. if the pupil/student is choking. If there is someone else present they can be sent off to get a first aider while a member of staff treats the pupil/student.

- Wearing appropriate PPE, the first aider/member of staff 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/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 with the first aider/patient 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/member of staff will undertake any necessary first aid treatment

Pupils:

- If emergency services are called, the teacher or other delegated member of staff will contact parents / carers immediately

- If the first aider/member of staff 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 / carers are contacted and asked to collect their child. Upon their arrival, the first aider or appointed person will recommend next steps to the parents / carers (e.g. pharmacy, GP, walk-in service or A&E).

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

- If the first aider/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).

Additional guidance on treating bites (from pupils) is included in Appendix 1

- An appropriate 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 CPOMS record or make a separate CPOMS record unless all necessary information has already been recorded.

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

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 pupil/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.

The same procedures should be followed as on-site.

Any member of staff or pupil who is working off site (e.g. work placements, work experience) will be covered by the first aid policy and arrangements of the organisation they are working with.

Taking staff or pupil home or to 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 unless a risk assessment deems this to not be necessary). 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 in a car belonging to a member of staff with the agreement of the SLT.

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

First aid equipment

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

- Catering and serving 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.

The first aid kits in shared areas (i.e. not in classrooms) should be checked and re-stocked by a member of the office staff.

First aid does not generally include administering medication for health conditions. However, some medication will be held on site for first aid purposes:

- Aspirin (for over 16s only)
- Auto-injectors (for anaphylaxis)
- Inhalers (for asthma)
- Paracetamol

These will only be given in accordance with relevant training, policies and procedures.

Record-keeping and reporting

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:
    - Name of person injured
    - Name of first aider
    - Full description of incident
    - Details of first aid treatment given
    - Details of emergency services involved
    - Whether any further actions required
- All reports on CPOMS that involve an accident or injury should be reviewed by the Business Manager or Operations Manager so that they can be notified to the Central Bedfordshire Corporate Health & Safety team via AssessNet if appropriate. In addition to any RIDDOR reportable incidents (see below) any incidents resulting in staff taking any time off or requiring restricted duties should be recorded on AssessNet. Similarly, any incident resulting in a pupil going straight to A&E from school should be recorded on AssessNet.
- 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.

Reporting to the HSE

The Business Manager or Operations 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).

Whoever reported the incident to the Council, and in some cases the Headteacher, will liaise with the Corporate Health & Safety Team as soon as is reasonably practicable, who will notify the Health and Safety Executive within

10 days of the incident. 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 Business manager or Operations Manager will liaise with the Corporate Health & Safety team to determine whether these will need to be reported 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 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

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 the person is taken directly from the scene of the accident to hospital for treatment

*An accident "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:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Reporting to Ofsted and child protection agencies – taken out as not relevant

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)

In addition to these certificated courses staff will be provided with appropriate training to meet the needs to the pupils who have health conditions or to deal with medical incidents. This will include training provided by the school nursing team, online training e.g. asthma and anaphylaxis, and training by other staff.

Records of who has a valid first aid certificate are kept on iTrent. A member of the office team is responsible for identifying when training is expiring and liaising with staff to book on a renewal course.

Legal framework & statutory guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 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

Linked policies:

- Health & Safety Policy
- Allergies & Anaphylaxis Policy (when published)
- Child Protection & Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Policy

Equalities & inclusion

Ivel Valley recognises its obligations under the Public Sector Equality Duty. We believe that everyone should be provided with appropriate first aid treatment/care equally, regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

Safeguarding implications

Children and young people with disabilities are particularly vulnerable to all types of abuse. All staff must work within approved policy and procedures in relation to child protection and safeguarding when providing first aid. It is good practice to treat/provide first aid in an open area, with a witness present and to ask for consent were appropriate e.g. touching, removing clothes.

Some key safeguarding implications to consider are:

- Staff need to be transparent about anything unusual that happens while giving first aid, to enable this to be explored and resolved as appropriate by the safeguarding team.
- If staff have any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, soreness or any signs of Female Genital Mutilation (FGM), they will immediately report concerns to a member of the safeguarding team, then follow processes as per the safeguarding policy.
- If a pupil becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to a member of SLT, who will consider the appropriate level of investigation.

Sustainability implications

None

Appendix 1: First Aid Advice Sheet: Human Bites

Bites from pupils can vary in severity, and it is important to manage them promptly and appropriately. This guide outlines the different types of bites and the necessary first aid procedures.

1. Types of Bites & First Aid Procedures

A. Superficial Bite (No Broken Skin).

- **Signs:** Redness, slight swelling, possible bruising but no break in the skin.
- **First Aid Steps:**
    1. Wash the affected area with warm, soapy water (to remove saliva from the skin's surface).
    2. Apply a cold compress to reduce swelling for 10 minutes minimum.
    3. Monitor for signs of delayed bruising or irritation.
    4. No further medical intervention is usually required unless symptoms worsen.

B. Bite with Broken Skin (No Bleeding or Minimal Bleeding).

- **Signs:** Puncture marks or scratches, possible minor bleeding.
- **First Aid Steps:**
    1. Clean the skin around the wound with soap and warm water; you can also use antiseptic but try not to get it in the wound as it may sting.
    2. Try to remove any objects like teeth, hair, or dirt from the wound using running water.
    3. Gently squeeze the wound so it bleeds slightly (unless it's already bleeding); this can help reduce the risk of infection.
    4. After cleaning the wound, gently pat it dry and cover it with a clean dressing.
    5. Apply a cold compress wrapped in a cloth to the area for 10–15 minutes to help reduce swelling
    6. Monitor for signs of infection (redness, swelling, warmth, pus, or increased pain).
    7. Seek medical advice if signs of infection develop.

C. Deep Bite with Significant Bleeding

- **Signs:** Visible deep puncture wounds, bleeding that does not stop easily.
- **First Aid Steps:**
    1. Apply firm pressure with a clean cloth or sterile dressing to stop the bleeding.
    2. Once bleeding is controlled, wash the wound with warm, soapy water.
    3. Cover with a sterile dressing.
    4. Apply a cold compress wrapped in a cloth to the area for 10–15 minutes to help reduce swelling
    5. Seek medical attention, as deep bites carry a higher risk of infection.