Educate U

First Aid Policy

Approved by: Sarah Paoletti (Headteacher)	**Date:** 11/02/24
Last reviewed on: 11/02/24 (Sarah Paoletti), 05/02/25 (Sarah Paoletti), 04/09/25(Sarah Paoletti), 03/09/26 (Sarah Paoletti), 27/10/26(Sarah Paoletti)	
Next review date: 03/09/27	

First Aid Policy

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 the central advisory team 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

Legislation and guidance

This policy has regard to the Department for Education guidance *First aid in schools, early years and further education*, the Statutory Framework for the Early Years Foundation Stage (where applicable), and relevant guidance issued by the Health and Safety Executive (HSE).

It has been prepared with regard to:

- the Health and Safety at Work etc. Act 1974;
- the Health and Safety (First-Aid) Regulations 1981;
- the Management of Health and Safety at Work Regulations 1999;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- the Social Security (Claims and Payments) Regulations 1979; and
- the Education (Independent School Standards) Regulations 2014, including the requirement for suitable accommodation to cater for the medical and therapy needs of pupils.

Educate U will also have regard to current Department for Education and HSE guidance when reviewing its first aid arrangements.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

Almost all staff are first aid trained. However, the school's main appointed person with overall responsibility is Gemma Bryant.

As a split site provision, Educate U has the following appointed lead first aiders in each building:

Key Stage 1-3 (58C Chapel Road, Worthing) & Station House, Worthing	Gemma Bryant
Key Stage 4 (17-19 Liverpool Gardens, Worthing)	Kerry Simmons
Key Stage 5 (52 Chapel Road, Worthing)	Ruth Hughes
Outdoor Woodland Provision, Angmering	Hope Bridle / Tom Lapraik

The lead first aider duties are:

- 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
- Staff filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date
- Being on call to cover and lead first aid duties in the absence of another lead first aider colleague

Our school's appointed persons and first aiders are listed in appendix 1.

3.2 The Directors

The Directors have 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.

3.3 The headteacher

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

- Ensuring that appropriate first aid cover is available at all times when pupils, staff or visitors are on school premises, with sufficient trained personnel available at each

occupied school site. Arrangements will take account of staff absence, breaks, educational visits, transport and other circumstances which may affect the availability of trained first aid personnel.

- 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring that a first aid needs assessment is completed and reviewed regularly, and following any significant change to staffing, pupil needs, premises, activities or school organisation. The assessment will determine the appropriate number and type of trained first aid personnel, first aid equipment and facilities required. It will take account of the needs of pupils, staff and visitors, the nature and location of school activities, educational visits, foreseeable absences of trained staff and the school's multi-site operation.
- Ensuring that first aid arrangements take account of pupils' known medical conditions, disabilities, allergies, communication needs, sensory needs and any relevant Individual Healthcare Plans or emergency healthcare protocols, and that staff have access to the information and training necessary to respond safely.

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person(s) in school are.
- Completing accident report forms (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs
- Re-stocking the individual items from the mini first aid kit in each trip backpack.

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 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 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 the Senior Management Team or Office will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Where EYFS children are present, at least one person who holds a current paediatric first aid (PFA) certificate, meeting the requirements of the EYFS statutory framework, will be on the premises and available at all times when those children are present. Staffing and deployment arrangements will ensure that a paediatric first aider can respond promptly in an emergency.

When EYFS children are eating, there will always be a member of staff in the room who holds a valid full paediatric first aid certificate consistent with the requirements set out in Annex A of the EYFS statutory framework.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the trips backpack including the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves

The class teacher is responsible for the upkeep of these.

- Information about the specific medical needs of pupils including allergies

- Parents' contact details can be accessed via Bromcom or via phoning the office.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

The Company Vehicle lead is responsible for ensuring these are checked and re-stocked weekly or when used daily once alerted by the team who have used the kits.

Risk assessments will be completed by staff and checked by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.

For outings involving EYFS children, at least one person holding a current paediatric first aid certificate meeting the requirements of the EYFS statutory framework will accompany the children. For all other educational visits, the level and type of first aid provision will be determined through the educational visit and first aid needs assessments, taking account of the nature of the activity, location, pupil needs, group size and access to emergency medical assistance.

5. First aid equipment

5.1 First Aid Information

Staff will be informed of the school's first aid arrangements as part of their induction and through appropriate updates. Clear information identifying first aid arrangements, including how to summon assistance and the location of first aid equipment and facilities, will be made readily available.

Appropriate first aid notices will be displayed prominently at each school site. Pupils, visitors and contractors will be provided with relevant first aid information appropriate to their circumstances.

5.2 First Aid Kits

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits will be checked regularly and following use. Items will be replenished promptly and expired items removed and disposed of appropriately. The frequency and location of first aid kit checks will reflect the school's first aid needs assessment.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- School vehicles

Portable First Aid kits can be found in backpacks. The class teacher is responsible for the upkeep of these.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident 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 accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, staff and visitors, a copy of the accident report form will also be added to Smartlog by the school administration assistant.
- Records held in the first aid and accident book or on Smartlog from November 2024 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 part 1, and then securely disposed of.

6.2 Reporting to the HSE

The Administrator will 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 Administrator will report these to the HSE 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 Administrator 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 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 where 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)

An accident involving a pupil or visitor is not reportable solely because the person attends hospital. For an injury to a pupil or other non-worker to be reportable under RIDDOR, the accident must have arisen out of or in connection with a work activity and the person must have been taken directly from the scene to hospital for treatment. Examinations and diagnostic tests alone do not constitute treatment for these purposes.

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

6.3 Notifying parents and carers

The Class teacher 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. Parents and carers will also be informed if emergency services are called.

6.4 EYFS - Reporting to Ofsted and child protection agencies (early years only)

Where an accident, injury, illness or death gives rise to a safeguarding concern, the school's Designated Safeguarding Lead will follow the school's Safeguarding and Child Protection Policy and make any required referral or notification to children's social care and/or other relevant agencies without delay.

7. Training

Most school staff have first aid 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 (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Where EYFS children are present, at least one member of staff holding a current paediatric first aid certificate meeting the requirements of the EYFS statutory framework will be on the premises and available at all times. A suitably qualified paediatric first aider will accompany EYFS children on outings. When EYFS children are eating, a member of staff holding a valid full paediatric first aid certificate consistent with Annex A of the EYFS statutory framework will be present in the room. Paediatric first aid certificates will be renewed within the required certification period.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Director of Education.

9. Links with other policies

This first aid policy is linked to the:

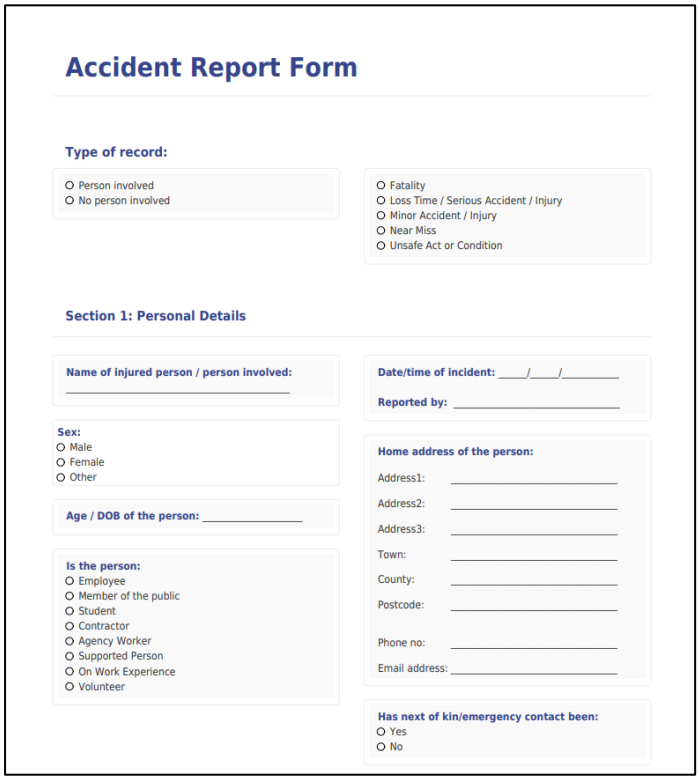
- Health and safety policy
- Medication Policy

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	QUALIFICATION	EXPIRY DATE
For up to date information, please see spreadsheet in the medical folder.		

Appendix 2: Accident Report Form

Side 1:



Accident Report Form

Type of record:

- O Person involved
- O No person involved

- O Fatality
- O Loss Time / Serious Accident / Injury
- O Minor Accident / Injury
- O Near Miss
- O Unsafe Act or Condition

Section 1: Personal Details

Name of injured person / person involved: _____

Date/time of incident: ____/____/_____

Reported by: _____

Sex:
- O Male
- O Female
- O Other

Home address of the person:

Address1: _____

Address2: _____

Address3: _____

Town: _____

County: _____

Postcode: _____

Phone no: _____

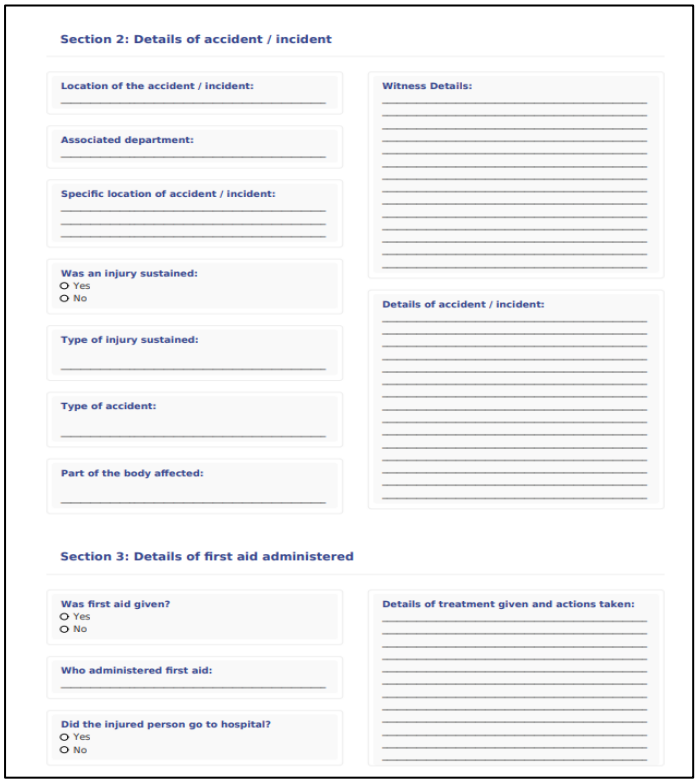
Email address: _____

Age / DOB of the person: _____

Is the person:
- O Employee
- O Member of the public
- O Student
- O Contractor
- O Agency Worker
- O Supported Person
- O On Work Experience
- O Volunteer

Has next of kin/emergency contact been:
- O Yes
- O No

Side 2:



Section 2: Details of accident / incident

Location of the accident / incident: _____

Witness Details: _____

Associated department: _____

Specific location of accident / incident: _____

Was an injury sustained:
- O Yes
- O No

Details of accident / incident: _____

Type of injury sustained: _____

Type of accident: _____

Part of the body affected: _____

Section 3: Details of first aid administered

Was first aid given?
- O Yes
- O No

Details of treatment given and actions taken: _____

Who administered first aid: _____

Did the injured person go to hospital?
- O Yes
- O No