



# **First aid Procedure**

## **Kingsmead School**

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# 1. Aims

The aims of our first aid procedure 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 procedure 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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- South Staffordshire, Guidance on Accident Investigation and Accident and Incident Management

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

# 3. Roles and responsibilities

## 3.1 Appointed person(s) and first aiders

The school's appointed First Aid Lead and first aiders 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 (First Aid Lead)
- 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 (see the template in appendix 2)
- Completing investigation forms and the taking of photographs of incident/area
- Keeping their contact details up to date

Our school's First Aid Lead and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 John Taylor MAT and the local governing body**

John Taylor MAT 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 local governing body.

The local governing body delegates operational matters and day-to-day tasks to the headteacher/head of school and staff members.

### **3.3 The local governing body**

The local governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher/head of school and staff members.

### **3.4 The Headteacher**

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

- Ensuring that an appropriate number of first aiders 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
- 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)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Contacting First Aid Lead/First Aiders to attend for all accidents and First Aid Lead to support with completing accident reports and witness statement where appropriate.
- 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, the school Receptionist or first aid lead will contact parents/carers immediately

- The First Aid Lead or 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 and pass to the Investigating officer/Caretaker
- The Investigating Officer/Caretaker will be also called by the First Aider to attend any accident to take photos and witness statements

## 4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- 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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Vent aid resuscitation shield to administer mouth to mouth
- Protective Gloves

No medication is kept in first aid kits.

**In addition:** The First Aid Lead and First aiders hold a First Aid kit bag containing all of the above plus additional items to be used only by fully trained First Aid at Work staff, as listed in Appendix 1.

- Burns treatment gel/dressings
- Scissors
- Safety pins
- Pillow, Blanket and foil blanket
- Cold Compresses
- Sterile Eye Wash - also located in our Science Labs

**Defibrillator:** The school has 3 defibrillators which are located in the following areas

- Lower floor admin corridor behind main reception.
- Medical Room
- Sports Hall

First aid kits are stored in the following areas of school and are checked half termly by First Aid Lead

- Reception
- School House/Exams
- Sports Hall x 2
- Staff Room
- Drama Studio
- Science C01, C03, C04, C05, C06, C07, C08, C09, C10, C14, C15, C17
- Science Prep Room
- Tech C11, & C12 and prep room
- Art C20
- Food Tech C22/C23
- HUB
- Maths Office
- Library
- 6th form office
- Caretaker Office
- Kitchen
- Glasshouse
- Animal Management
- School Minibus/Sport off site

### **Medications**

Medicines will not be accepted onto school premises unless a parent/carer has completed a consent form. They must be original packaging and in date. Staff will only hand over the medication and will not be responsible for administering, unless it is an EpiPen or such like. Pupils will be responsible for their own inhalers, and these should be kept on them at all times whilst in school, including trips. Parents are responsible for checking the dates on inhalers.

Medications out of date will be disposed of via a pharmacy. EpiPens will need to be collected by parents/carers to dispose of at their GP.

### **Sharps**

Where a sharp is found and must be disposed of it is good practice to move all children from the area in order to prevent accidental injuries. If a needle/syringe is found then appropriate steps need to be adhered to;

Guard the item, send someone to inform Reception who will then inform the site staff to attend with a sharps removal kit.

Staff must be trained in the removal of safe collection and disposal of sharps. The incident needs to be logged.

Sharps injury

The HSE provides the following advice in case of injury from a contaminated sharp.

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Do not scrub the wound.

- Do not suck the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice as effective prophylaxis medication is available.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- Follow flowchart from Accident and Incident Management
- 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 form at appendix 2. Plus any investigate forms will be completed by the Investigating Officer/Caretaker and any photographs of the accident.
- A copy of the accident report form will also be added to the pupil's educational record by the student records admin person
- 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.

### 6.2 Reporting to the HSE

The Site Supervisor (Jonathan Francis) 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 Site & Buildings Supervisor will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 7 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

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/Carers**

The First Aid Lead or first aider will inform parents/carers 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.

**6.3a** It is the parent's responsibility to inform the First Aid Officers/School of any changes to their child's health. Keeping school up to date with any additional information, i.e. pregnancy, health conditions that could cause them any harm whilst at school. Providing medication if needs to take in school.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head of School 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 also notify the LADO and local Safeguarding Team at Springvale of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff can request to be considered 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 (see appendix 3).

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

Site Staff are required to do Accident Investigation Training

This procedure will be reviewed by the headteacher/head of school every two years.

At every review, the procedure will be approved by the local governing body.

## **8. Immunisations**

These are carried out by the School's Immunisation team, Midlands Partnership NHS Foundation Trust at Stafford. They hold children's Immunisation information records and not the school. Once paperwork has been completed by a parent this covers them for their duration at school. If there are any changes to your child's health or a reason why they should not have a certain vaccine it is the parents' responsibility to report it to the MP NHS Foundation Trust on 03001240366 or via email to [school.immunisation@mpft.nhs.uk](mailto:school.immunisation@mpft.nhs.uk)



## Appendix 1: list of appointed First Aid Lead and trained first aiders

Staff member's name	Role	Contact details
Louisa Taylor (Senior First Aider – First Aid Lead)	First Aid Lead and Administrator	01543 227332 or 01543 227332 <a href="mailto:l.taylor@kingsmeadschool.net">l.taylor@kingsmeadschool.net</a>
Stephanie Jones (First Aid at Work)	Finance Assistant	01543 227320 or email <a href="mailto:s.jones@kingsmeadschool.net">s.jones@kingsmeadschool.net</a>
Lana Addison (First Aid at Work)	Head's PA	01543 227320 or email <a href="mailto:l.addison@kingsmeadschool.net">l.addison@kingsmeadschool.net</a>
Kate Manship (First Aid at Work)	D&T Technician	01543 227320 or email <a href="mailto:k.manship@kingsmeadschool.net">k.manship@kingsmeadschool.net</a>
Amanda Williams (Paediatric First Aid Cert)	Receptionist	01543 227320 or email <a href="mailto:reception@kingsmeadschool.net">reception@kingsmeadschool.net</a>
Karen Baker (from 18/09/24) First Aid at Work	Administration	01543 227320 or email <a href="mailto:k.baker@kingsmeadschool.net">k.baker@kingsmeadschool.net</a>
Deb Pykett (from 18/09/24) First Aid at Work	Housekeeper	01543 227320 /Radio contact during school day or email <a href="mailto:d.pykett@kingsmeadschool.net">d.pykett@kingsmeadschool.net</a>
<b>For Site/Contractors – School holiday periods</b>		
Karl Hadlington (Emergency First Aid)	Site & Buildings Supervisor	01543 227377 / Radio contact during school day or email <a href="mailto:k.hadlington@kingsmeadschool.net">k.hadlington@kingsmeadschool.net</a>
Jonathan Francis (Emergency First Aid)	Site Supervisor	01543 227320 / Radio contact during school day or email <a href="mailto:j.francis@kingsmeadschool.net">j.francis@kingsmeadschool.net</a>
TBC	Site Supervisor	

## Appendix 2: accident report form (example)

# + Accident Record

### 1. About the person who had the accident

Name

Address

Postcode

Occupation

### 2. About you, the individual filling in this form

If you did not have the accident write your address and occupation

Name

Address

Postcode

Occupation

### 3. Details of the accident

Type of incident:

When it happened:

Date:

Time:

Where it happened:

How did it happen?

Give the cause, if possible:

If the person who had the accident suffered an injury, give details:

### 4. Sign and date

Person filling in the record

Name

Date

Person who has had the accident (as confirmation they agree the accident has been recorded accurately)

Name

Date

### 5. For the employer only

Complete this box if the accident is reportable under RIDDOR

How was it reported?

Name of reporter

Date