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Trafford Alternative Education Provision

# First Aid Policy

[2022]



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**Trafford Alternative Education Provision**

|                          |                         |                 |            |
|--------------------------|-------------------------|-----------------|------------|
| Policy Title:            | <b>First Aid Policy</b> |                 |            |
| Last Reviewed & Updated: | March 2022              | Due for Review: | March 2023 |

**Document control**

**Version control/History**

| Name         | Decription | Date           |
|--------------|------------|----------------|
| Jasmin Boyes | Deputy     | September 2021 |

**Approvals**

| Name           | Position              | Date     |
|----------------|-----------------------|----------|
| Linda Thompson | Executive Headteacher | May 2022 |

**Links to**

|  |                                  |
|--|----------------------------------|
| <b>Policy</b>  |                                  |
| Links with other policies: <ul style="list-style-type: none"><li>• Health and Safety policy</li><li>• Risk Assessment policy</li><li>• Policy on Supporting Pupils with medical conditions</li></ul> |                                  |
| <b>Governor Committee</b>  | <b>Standards and Achievement</b> |
| 1  |                                  |

## **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## 1. 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

## 2. Legislation and Guidance

- [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
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## 3. Roles and Responsibilities

### **Appointed Person(s) and First Aiders:**

The school's appointed first aiders are listed on the First Aider document displayed in the school and staff room. They 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

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)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **The Local Authority and Governing Board:**

*Trafford Local Authority* 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 Executive Headteacher:**

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel 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)

### **Staff:**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First Aid Procedures**

### **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 Deputy Headteacher / Pastoral Officer 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

### **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.

There will always be at least one first aider on school trips and visits.

## **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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in the first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school kitchens

- School vehicles

## 6. Record-Keeping and Reporting

### **First aid and Accident Record book:**

- An entry in the 'accident record book 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 using form HS1 where applicable, including all of the information included in the entry in the accident book.
- A copy of the accident report HS1 form will also be added to the pupil's educational record by the first aider.
- 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.
- *If applicable the Business Manager will upload HS1 form to Trafford Health and Safety Unit.*

### **Reporting to the HSE:**

Trafford Health and Safety Unit 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) contacting 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 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>

## **7. Training**

All school staff are able 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 (see Appendix 3).

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

## **8. Monitoring Arrangements**

This policy will be reviewed by the Executive Headteacher every year. At every review, the policy will be approved by the Executive Headteacher.



**Appendix One: List of Appointed Person(s) for First Aid and/or Trained First Aiders**

| <b>Staff member's name</b> | <b>Role</b>  | <b>Contact Details</b>        |
|----------------------------|--|-------------------------------|
| Kevin Smith                | Teacher /<br>Trained First<br>Aider                        | 0161 912 4766 / 0161 912 1479 |
| Kerry Kirkman              | Teacher /<br>Trained First<br>Aider                        | 0161 912 4766 / 0161 912 1479 |
| Madeline Reid              | Business<br>Support<br>Officer /<br>Trained First<br>Aider | 0161 912 4766 / 0161 912 1479 |
| Zoe Hynes                  | Administrative<br>Assistant /<br>Trained First<br>Aider    | 0161 912 4766 / 0161 912 1479 |

**Appendix Two: Accident Report Form**

Incident No \_\_\_\_\_

**FORM HS1**

**ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM**

**This form must be completed by the person in charge (in conjunction with the injured party)**

Details of Injured Party

|                                      |  |         |  |
|--------------------------------------|--|---------|--|
| Name                                 |  |         |  |
| Payroll No.                          |  |         |  |
| Address                              |  |         |  |
| Post code                            |  |         |  |
| DOB                                  |  |         |  |
| Telephone                            |  |         |  |
| Job Title or public / client / pupil |  |         |  |
| Department                           |  | Section |  |

**Accident / Aggression / Dangerous Occurrence Details**

Date \_\_\_\_\_ Time \_\_\_\_\_ hrs

Address accident occurred

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Date Reported \_\_\_\_\_ Reported To \_\_\_\_\_

How Did Accident / Aggression / Dangerous Occurrence Happen?

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**Nature and Location of Injuries**

|  |  |
|--|--|
| Did the injured party attend hospital                          |  |
| How did they reach hospital ?                                  |  |
| Were they detained in hospital?                                |  |
| Name of first aider  |  |
| Nature of first aid given                                      |  |
| Has there been time lost at work as a result of this accident? |  |
| If so, how many days ?   |  |
| Was the injured party carrying out normal duties?              |  |
| Was protective equipment in use ?                              |  |

Name of Line Manager or Equivalent \_\_\_\_\_ Designation \_\_\_\_\_

Name of Witness / Aggressor \_\_\_\_\_

Address \_\_\_\_\_

Name of Witness / Aggressor \_\_\_\_\_

Address \_\_\_\_\_

Line Managers / Teacher / Duty Officer's Comments in Regard to the Accident \ Aggression \ Dangerous Occurrence

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Any Remedial Action Taken

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Signature of Line Manager / Teacher / Duty Officer \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

**In the form of a report, a full investigation of the events together with strategies used and any subsequent remedial action agreed should be available to H&S if required.**

**DO NOT WRITE BELOW THIS LINE**

**Health and Safety Unit Use Only**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date F2508 sent \_\_\_\_\_

AT

RC

NI

Notes

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|   |  |                             |  |
|---|--|-----------------------------|--|
| <b>Name of injured person</b>   |  | <b>Role/class</b>           |  |
| <b>Date and time of incident</b>  |  | <b>Location of incident</b> |  |
| <b>Incident details</b>   |  |                             |  |
| <i>Describe in detail what happened, how it happened and what injuries the person incurred</i>  |  |                             |  |
| <b>Action taken</b>   |  |                             |  |
| <i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i> |  |                             |  |
| <b>Follow-up action required</b>  |  |                             |  |
| <i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>           |  |                             |  |
| <b>Name of person attending the incident</b>  |  |                             |  |
| <b>Signature</b>  |  | <b>Date</b>                 |  |

**Appendix Three: First Aid Training Log**

**First Aid**

| Name          | Start      | Course            |      | Renewal    |
|---------------|------------|-------------------|------|------------|
| Kevin Smith   | 06/07/2017 | First Aid at Work | TMES | 05/07/2020 |
| Kerry Kirkman | 06/07/2017 | First Aid at Work | THS  | 05/07/2020 |
| Madeline Reid | 25/07/2017 | First Aid at Work | THS  | 24/07/2020 |
| Zoe Hynes     | 25/07/2017 | First Aid at Work | THS  | 24/07/2020 |

**Anaphylaxis - Trained in Epi Pen use**

|          |           |
|----------|-----------|
| Jasmin   | Boyes     |
| Lynda    | Thompson  |
| Pervin   | Nadim     |
| Kerry    | Kirkman   |
| Toni     | Grainge   |
| Mike     | Scragg    |
| Casey    | Bradbury  |
| Ashley   | Curtis    |
| Madeline | Reid      |
| Joan     | Johnstone |
| Kevin    | Smith     |
| Carol    | Polhill   |
| Hayley   | Blane     |
| Jill     | Mundy     |
| Zoe      | Hynes     |



