



# First Aid Policy

**Produced by Broughton Hall Catholic High School**

**Tel: 0151 541 9440**

**[www.broughtonhall.com](http://www.broughtonhall.com)**

### Document Status

Version	Date	Action
Version 2		Policy updated to reflect legislation and agreed by Full Governors
Version 3	Dec 2022	Agreed by Exec & Finance and ratified by Full Governors
	Dec 2023	Agreed by Exec & Finance and ratified by Full Governors
	Dec 2024	Agreed by Exec & Finance and ratified by Full Governors
Review Period	Annually	

## **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 & Guidance**

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and 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 requires 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

The Governing Body fully indemnifies trained and approved staff against claims for any alleged negligence, providing they are acting within their conditions of service and following school guidelines.

The Governing Body will indemnify any member of staff, acting in good faith, for the benefit of the pupil in an emergency situation.

## **3. Role & Responsibilities**

Schools, dependent upon an assessment of first aid needs, must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

The appointed person does not need to be a trained first aider.

### **3.1 Appointed Person and First Aiders**

The school's appointed person is Denise Igglesden. 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
- 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.

### **3.2 The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school. Operational matters and day-to-day tasks are delegated to the Headteacher and staff members.

### **3.3 The Headteacher**

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

- Ensuring that an appropriate number of 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- 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 appointed person/ staff member 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

### **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 alongside the Education Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises.

There will always be access to a 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 first aid kits.

First aid kits are stored in:

- The medical room
- Pupil Reception
- The school office
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Denise Igglesden's office for school trips

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident portal 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 portal
- Records held in the first aid and accident portal 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 Local Authority and HSE

The appointed person 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 appointed person will report these to the Local Authority within 24 hours and to 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) 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 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). In this case, the Appointed Person 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 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>

### **6.3 Notifying parents**

Note: only early years providers are required to notify parents of an accident or injury to their child, however, the first aid systems at Broughton Hall Catholic High School enable parents to see first aid incidents for their child.

The reporting portal will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, and details will be added to the portal on the same day, or as soon as reasonably practicable. Parents will be telephoned as soon as reasonably practicable if emergency services are called.

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

The Head Teacher or Deputy Head Teacher 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 Head Teacher or Deputy Head Teacher will also 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 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 2).

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 Appointed Person every year.

At every review, the policy will be approved by the Executive and Finance Committee of the Governing Body.

### **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## Appendix 1 – Appointed Person and First Aiders

	Name	Role	Epilepsy (July 2023)
1	Emily Atherton	DT Learning Support Assistant	✓
2	Andrea Beattie	Learning Support Assistant	
3	Lauren Bennett	Learning Support Assistant	
4	Jan Blundell	Learning Support Assistant	
5	Darcy Dawson	Teacher – PE <b>PE first aid only</b>	✓
6	Liz Fletcher	Teacher – RE Assistant Head Teacher	✓
7	Jonathan Halewood	Teacher – Geography	
8	Denise Igglesden	School Business Manager Appointed Person	✓
9	Eva Leung	Learning Support Assistant	
10	Ciaran McGarry	Teacher of Geography Head of Humanities <b>Outdoor First Aid</b>	
11	Kelly-Marie Marsh	Learning Support Assistant	
12	Vicky McKeever	Catering Assistant – Kitchen	✓
13	Kelly McTigue	Learning Support Assistant	✓
14	Cheryl Mills	Supervisory Assistant	✓
15	Dave Parry	Acting Premises Manager	✓
16	Sarah Tait	Student Support Manager – Year 11	✓
17	Mary Temilola	Learning Support Assistant	

**\*First Aid at Work Awareness Only**

**Appendix 2 – First Aid Training with expiry dates**

	<b>Name</b>	<b>Role</b>	<b>Date Expires</b>
1	Emily Atherton	Emergency First Aid at Work Epilepsy Awareness	30 <sup>th</sup> Sept 2024 1 <sup>st</sup> July 2025
2	Andrea Beattie	Emergency First Aid at Work	26 <sup>th</sup> Feb 2027
3	Lauren Bennett	Emergency First Aid at Work	22 <sup>nd</sup> Jan 2027
4	Jan Blundell	Emergency First Aid at Work	22 <sup>nd</sup> Jan 2027
5	Clare Calvert	First Aid at Work Awareness Epilepsy Awareness	8 <sup>th</sup> Nov 2025 1 <sup>st</sup> July 2025
6	Darcy Dawson	Emergency First Aid at Work Epilepsy Awareness	6 <sup>th</sup> Sept 2024 1 <sup>st</sup> July 2025
7	Liz Fletcher	Emergency First Aid at Work Epilepsy Awareness	11 <sup>th</sup> Jul 2027 1 <sup>st</sup> July 2025
8	Jonathan Halewood	Outdoor First Aid	25 <sup>th</sup> June 2027
9	Kerry Hudson	First Aid at Work Awareness	30 <sup>th</sup> Jun 2025
10	Denise Igglesden	First Aid Appointed Persons Schools: Children with Diabetes Epilepsy Awareness Major Bleeding Control	19 <sup>th</sup> Nov 2026 18 <sup>th</sup> Jan 2025 1 <sup>st</sup> July 2025
11	Eva Leung	Emergency First Aid at Work	9 <sup>th</sup> Jan 2027
12	Ciaran McGarry	Outdoor First Aid including Emergency First Aid at Work	21 <sup>st</sup> Nov 2026
13	Kelly-Marie Marsh	Emergency First Aid at Work	26 <sup>th</sup> Feb 2027
14	Vicky McKeever	Emergency First Aid at Work Epilepsy Awareness	6 <sup>th</sup> Sept 2024 1 <sup>st</sup> July 2024

15	Kelly McTigue	Emergency First Aid at Work Epilepsy Awareness	20 <sup>th</sup> Sept 2024 1 <sup>st</sup> July 2025
16	Cheryl Mills	Emergency First Aid at Work Epilepsy Awareness	19 <sup>th</sup> Oct 2025 1 <sup>st</sup> July 2025
17	Dave Parry	Emergency First Aid at Work Epilepsy Awareness	16 <sup>th</sup> May 2026 1 <sup>st</sup> July 2025
18	Dawn Robinson	Emergency First Aid at Work Epilepsy Awareness	30 <sup>th</sup> Jun 2025 1 <sup>st</sup> July 2025
19	Maureen Selsby	First Aid at Work Awareness Epilepsy Awareness	8 <sup>th</sup> Nov 2025 1 <sup>st</sup> July 2025
20	Sarah Tait	Emergency First Aid at Work Epilepsy Awareness	11 <sup>th</sup> Jul 2027 1 <sup>st</sup> July 2025
21	Mary Temilola	Emergency First Aid at Work	26 <sup>th</sup> Feb 2027