



# FIRST AID POLICY

In toto ed Ltd

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 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 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 students

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are:

<b>In toto ed Cambridge</b>	<b>In toto ed Peterborough</b>	<b>In toto ed London</b>
Dan Wilkin	Carly Harris-Sanders	Cleo Blocks-King
Sarah-Jane Harrison	Clare Lord	Daisy-Belle Munroe
Serena Parsons	Daniel Wilkinson	Emily Gunton
Lizzie Bright	Helen McCay	Joe Norwood
James Ostler	Ian Dignal	Josh Bowen
Rachel Winkel	Kieran Wallis	Juliet Evans
Claire Robinson	Kyriakos Patakidis	Tanzeem Tanzeem
Matthew Williams	Mark Venters	Stephanie Noble
Rachael Joslin	Nicole Farnham-King	Nicola Darcy
James (Jim) Carlberg	Stuart Judge	Elle Cooper-Law
Freya Haigh-Smith		Bella Kelly
Dorothea Bonner		Max Bulostin
Elle Zwandahl		Atsede Rumbidzai-Ishe
Julie Haigh-Smith		Azeez Odukoya
		Daniel Peckham
		Meliz Osman
		Amal Hassan
		Sajidah Karim
		Darren Nott
		Usman Uddin
		Malcolm Smith
		Leo Gunton

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 students home to recover, where necessary
- 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

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

### **3.2 The Proprietor**

The Proprietor has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head of School and the Director of HR, Compliance & Safeguarding and staff members.

### **3.3 The head of School**

The head of school 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 students
- 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 in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the head of school or the Director of HR, Compliance & Safeguarding 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 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 student 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 head of school or relevant staff member will contact parents immediately
- The first aider or relevant staff member will complete an accident report form (this is located on Bright Safe) 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 students off the school premises, staff will ensure they always have 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

- Information about the specific medical needs of students
- Parents' contact details

When transporting students 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

Risk assessments will be completed by the head of school and trip leader prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 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 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 are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens

- School vehicles
- The head of school's office and staff rooms

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

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

- An accident form will be completed by the first aider or 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 students, a copy of the accident report form will also be added to the student's educational record by the Director of HR, Compliance & Safeguarding or the PA to SLT.
- 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 Director of HR, Compliance & Safeguarding 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 Director of HR, Compliance & Safeguarding 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 Director of HR, Compliance & Safeguarding 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

**Students 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)

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**

The Head of School or the Director of HR, Compliance & Safeguarding will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

### **7. 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.

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.

### **8. Review**

This policy will be reviewed by the Director of HR, Compliance & Safeguarding annually.

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

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

This first aid policy is linked to the:

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

## Appendix 1: list of first aiders

STAFF MEMBER'S NAME	ROLE	TRAINING COMPLETED
Emily Gunton	Director and Head of School	Level 3 Paediatric First Aid
Leo Gunton	Teacher	Level 3 Paediatric First Aid
Joe Norwood	Teaching Assistant	Level 3 Paediatric First Aid
Nicola Darcy	Lead Student Support	Level 3 Paediatric First Aid
Darren Nott	Head of IT, Data Management and Computer Science	Level 3 Paediatric First Aid
Clare Lord	Music Teacher	Level 3 Paediatric First Aid
Nicole Farnham-King	Assistant Head - SENCo	Level 3 Paediatric First Aid
Cleo Blocks-King	Administrator and Attendance Officer	Level 3 Emergency First Aid in the Workplace
Malcolm Smith	Caretaker/Maintenance	Level 3 Emergency First Aid in the Workplace
Daisy-Belle Munroe	Assistant Head	Level 3 Emergency First Aid in the Workplace
Juliet Evans	Curriculum Lead for Art	Level 3 Emergency First Aid in the Workplace
Tanzeem Tanzeem	Maths Teacher	Level 3 Emergency First Aid in the Workplace
Stephanie Noble	Assistant Head – SENCo	Level 3 Emergency First Aid in the Workplace

STAFF MEMBER'S NAME	ROLE	TRAINING COMPLETED
Elle Cooper-Law	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Bella Kelly	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Max Bulostin	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Atsede Rumbidzai-Ishe	Teacher	Level 3 Emergency First Aid in the Workplace
Azeez Odukoya	Teacher	Level 3 Emergency First Aid in the Workplace
Daniel Peckham	Electrician and General Maintenance	Level 3 Emergency First Aid in the Workplace
Meliz Osman	Teacher and Assistant SENCo	Level 3 Emergency First Aid in the Workplace
Amal Hassan	School Operations	Level 3 Emergency First Aid in the Workplace
Sajidah Karim	Administration Apprentice	Level 3 Emergency First Aid in the Workplace
Usman Uddin	Finance Manager	Level 3 Emergency First Aid in the Workplace
Dan Wilkin	English Teacher	Level 3 Emergency First Aid in the Workplace
Sarah-Jane Harrison	Curriculum Lead for Art	Level 3 Emergency First Aid in the Workplace
Serena Parsons	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Lizzie Bright	School Administrator	Level 3 Emergency First Aid in the Workplace

STAFF MEMBER'S NAME	ROLE	TRAINING COMPLETED
James Ostler	Music Teacher	Level 3 Emergency First Aid in the Workplace
Rachel Winkel	Maths Teacher	Level 3 Emergency First Aid in the Workplace
Claire Robinson	Curriculum Lead for Sports	Level 3 Emergency First Aid in the Workplace
Matthew Williams	Curriculum Lead for Music and Media	Level 3 Emergency First Aid in the Workplace
Rachael Joslin	Head of Operations	Level 3 Emergency First Aid in the Workplace
James (Jim) Carlberg	English Teacher	Level 3 Emergency First Aid in the Workplace
Freya Haigh-Smith	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Dorothea Bonner	Lead Student Support	Level 3 Emergency First Aid in the Workplace
Julie Haigh-Smith	Curriculum Lead for STEM	Level 3 Emergency First Aid in the Workplace
Elle Zwandahl	English Teacher	Level 3 Emergency First Aid in the Workplace
Daniel Wilkinson	Teacher	Level 3 Emergency First Aid in the Workplace
Helen McCay	English Teacher	Level 3 Emergency First Aid in the Workplace
Ian Dignal	Construction Teacher	Level 3 Emergency First Aid in the Workplace
Kieran Wallis	Construction Instructor	Level 3 Emergency First Aid in the Workplace

STAFF MEMBER'S NAME	ROLE	TRAINING COMPLETED
Kyriakos Patakidis	Teaching Assistant	Level 3 Emergency First Aid in the Workplace
Stuart Judge	Head of School	Level 3 Emergency First Aid in the Workplace

**Appendix 2: accident report form (located on Bright Safe) [BrightSafe](#)**

Was an injury suffered?:	Who had the accident (employee or Non-Employee( student)
Person details: Full name Occupation Address Contact details	Accident recorded by: Same person who had the accident?  Reporter details:
About the accident: Where did it happen? When did it happen? Date and Time What happened? Was first aid given?	Details of witnesses