

First Aid Policy

Inclusion Hampshire



Approved by: Trustee Board

Date: 21st April 2020

Signed by: *W. Nimsnull-Beck* **Position:** Chair of Trustees

Last reviewed: April 2020

Next review due: April 2021

Monitoring arrangements

This policy will be reviewed annually, but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

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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 Trustees 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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

Inclusion Hampshire Appointed persons are:

Post 16 Provision: Marie Greenhalgh, Head of Post 16

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

Inclusion Hampshire First aiders:

Pre 16: Ele Murphy, Assistant Head Pre 16, Claire Crampton, Therapist / Learner Support, Emma Barnard, Business & Operations Manager

Post 16: Leigh-anne Hoobs, Learner support, Claire Crampton Therapist / Learner Support, Emma Barnrd, Business & Operations Manager

and 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 organisation's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the centres..

The Trustee board delegates operational matters and day-to-day tasks to the Senior Leadership Team and staff members.

3.2 The Trustee board

The Trustee board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the CEO and staff members.

3.3 The Senior leadership team (SLT):

The SLT 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 centres 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

Inclusion Hampshire staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders within the organisation are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing their Line 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 the appointed person or a qualified first aider, if appropriate, who will provide the required first aid treatment
- The appointed person / 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 appointed person / first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed person / first aider judges that a pupil is too unwell to remain at Inclusion Hampshire, 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 Provision, or lead staff member will contact parents immediately

- The appointed person / first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off of Inclusion Hampshire premises for the purposes of an organised trip, staff will ensure they always have the following:

- A 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 Head of Provision prior to any educational visit that necessitates taking pupils off school premises.

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

5. First aid equipment

A typical first aid kit in Inclusion Hampshire 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:

- Cabinet under the printer in the Administration office (Pre 16 centre, Chineham)
- Tall cupboard in the rear teaching room (Post 16 centre, Hook)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the appointed person / 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
- A copy of the accident report form will also be added to the pupil's folder by the appointed person / first aider.
- Records held in the first aid and accident book will be retained by the organisation 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 Business and Operations Manager or in the event of their absence the CEO, 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 Business and Operations Manager or in the event of their absence the CEO will report these 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)
 - 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 organisations such as ours include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment

- o The accidental release of a biological agent likely to cause severe human illness
- o The accidental release or escape of any substance that may cause a serious injury or damage to health
- o 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

The Appointed person, first aider or Provision Head 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.

6.4 Notifying the referring Schools

The Provision Head will make contact with the referring school and pass on all relevant details and records following an accident or injury on the same day, or as soon as reasonably practicable.

7. Training

All Inclusion Hampshire 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 in the Pre and Post 16 Training Log.

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

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment
- Supporting pupils with medical conditions, found within the Safeguarding Policy

POLICY IMPLEMENTATION

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

All staff and volunteers have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.

Failure to act in line with this policy will result in disciplinary action Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Marie Greenhalgh Head of Post 16 Provision	Appointed Person	marie.greenhalgh@inclusionhampshire.org.uk
Ele Murphy (EFAW) Assistant Head of Pre 16 Provision	First Aider	ele.murphy@inclusionhampshire.org.uk
Leigh-anne Hobbs (EFAW) Learner Support Post 16	First Aider	leigh_anne.hobbs@inclusionhampshire.org.uk
Claire Crampton (EFAW) Learner Support / Therapist Pre / Post 16	First Aider	claire.crampton@inclusionhampshire.org.uk
Emma Barnard (EFAW) Business and Operations Manager	First Aider	emma.barnard@inclusionhampshire.org.uk

Appendix 2: accident report form

Name of injured person		Provision	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<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>			
Follow-up action required			
<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>			
Name of person attending the incident			
Signature		Date	

