



POLICY: First Aid Policy

STATUTORY: No

DATE AGREED: March 2025

REVIEW DATE: March 2027

RESPONSIBLE MEMBER OF STAFF: R French

GOVERNOR COMMITTEE: Finance, Audit and Premises

SIGNED HEADTEACHER: J Holmes

SIGNED CHAIR OF GOVERNORS: R Whitehouse

# First Aid Policy John Masefield High School

## 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

This policy is based on advice from the Department for Education (DfE) 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 pupils

## 3. Roles and responsibilities

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

The school's appointed person is Mrs Megan Reece, lead first aider. They are responsible for:

- Taking charge or providing advice 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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)

Our school also has a number of additional appointed first aiders. Their names are displayed prominently around the school site.

### **3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks 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 in school are
- Completing accident reports (see appendix 1) 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 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the lead first aider or their nominated representative will contact parents/carers immediately
- The 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

### **4.2 Off-site procedures**

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

- A mobile phone (for foreign trips, 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 pupils
- Parents/carers' 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 1 first aider on school trips and visits, unless a risk assessment has been carried out and the School Business Manager gives permission.

## 5. First aid equipment

A typical first aid kit in our school will include **at least** 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
- Face shield
- Forehead thermometer
- Micropore tape
- Tweezers
- Foil blanket
- Anti-bacterial wipes

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical room
- DT department
- Food technology
- Student services
- Science
- Sixth form
- JMSport
- PE
- Carried by all first aiders

## 6. Record-keeping and reporting

## **6.1 First aid and accident recording in Bromcom**

- 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 1
- First aid records will be completed and stored in Bromcom by the first aider on the same day, or as soon as possible after first aid has been given

## **6.2 Reporting to the HSE**

The lead first aider will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager 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 School Business Manager 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 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>

### **6.3 Notifying parents/carers**

The lead first aider or nominated representative 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. Parents/carers 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. Monitoring arrangements**

This policy will be reviewed by the School Business Manager every three years.

At every review, the policy will be approved by the Finance, Audit and Premises Committee.

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

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical needs
- Safeguarding policy

## Appendix 1: School Accident/Incident Report Form

### SCHOOL ACCIDENT/INCIDENT REPORT FORM

For **JMHS Employees** -to be completed by the person who had the accident, their Headteacher/SBM.

For **Pupils** – to be completed by a Teacher or First Aider. In ALL cases it is to be signed by the Headteacher/ SBM. All parts must be filled, ✓ or marked NOT APPLICABLE

#### PART A – ABOUT YOU/THEM (THE PERSON WHO HAD THE ACCIDENT/INCIDENT)

1. What is your/their full name?

What is your/their job title (if applicable?)

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3. Are You/They a? (Please tick✓)

Pupil		JMHS employee		A visitor to JMHS premises	
Contractor		Member of the public		Other (state):	

4. If Injured person is **NOT** a JMHS

Employee i.e. a Pupil, Member of Public or Visitor - What is their Home address, postcode, home telephone and date of birth?

#### PART B – ABOUT THE ACCIDENT/ INCIDENT

1. On what date did the incident happen?

2. At what time did the incident happen? Please use 24hr time i.e. 0930

3. Did the incident happen on JMHS School premises?

4. If YES - Where exactly on the JMHS premises did the incident happen?

5. If NO, where did the incident happen?

At someone else's premises		If so: -The Name, address, postcode:
In a public place		

#### PART C – ABOUT THE INJURY/INCIDENT

1. What was the injury i.e. cut, graze, strain

2. What part(s) of the body were injured?

3. Was the injury? (Please tick ✓)

A fatality	
A major injury or condition i.e. a fracture or loss of consciousness	
An injury or condition <b>to an employee</b> , which resulted in their absence from work, or prevented them doing their normal work for <b>more than 7 days</b> .	
An injury to <b>a Pupil</b> or member of the public where they had to be <b>taken from the scene of the accident to a hospital</b> for treatment?	
A minor injury or condition.	



A non-physical injury incident i.e. verbal assault, threatening behaviour or cyber-bullying?	
A near hit?	

4. Did the injured person? (Tick ✓ all that apply)

5. Was first aid treatment

Become unconscious?	
Need resuscitation?	
Remain in hospital for more than 24hrs?	
None of the above.	

6. If YES give name of first aider.

part)

7. Describe treatment given. (First Aider completes this

8. Does the person verbally/physically assaulted feel distress or harmed by the incident? N/A

9. In the case of verbal/physical bullying was the incident racial, sexual, homophobic or disablist?

Yes/No

#### PART D – ABOUT THE KIND OF ACCIDENT

Please tick ✓ ONE box that best describes what happened

Contact with moving machinery		Drowned or asphyxiated	
Hit by a moving flying or falling object		Exposed to, or in contact with, a harmful substance-	
Hit by a moving vehicle		Exposed to fire-	
Hit something fixed or stationary		Exposed to an explosion.	
Injured while handling, lifting or carrying		Contact with electricity or electrical discharge	
Slipped, tripped or fell on the same level		Injured by an animal	
Fell From a Height – (How high in metres?)		Physically assaulted by a person	
Trapped by something collapsing		Verbal or threatening behaviour from another person	
Another kind of accident (Please outline here and describe fully in part E)			

#### PART E – DESCRIBING WHAT HAPPENED

Give as much detail as possible; continue on a separate sheet if needed. Try to include:

- The name of any substances involved;
- The name and type of any equipment/machinery involved;
- The unsafe act or unsafe condition LEADING UP TO the incident;
- What the person involved was doing at the time of the incident;
- The part played by other people i.e who perpetrated the verbal assault pupil, vehicle driver, parent in School etc;

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Please give name, address and telephone number of any witnesses here (if none please state) - For Pupil witnesses give Year Group & Form:

**PART F – ACTIONS TO PREVENT RECURRENCE (HEAD TEACHER/SBM TO ENSURE THIS PART IS COMPLETED)**

Please give details of the following:

- Actions immediately following the event to make safe;
- Intermediate actions following the event that were done, or will be done, to minimise risk while investigating cause;
- Longer-term actions that were done, or will be done, to establish root cause of incident and prevent recurrence.
- Whether risk assessment has been completed/reviewed as a result of this incident.

Action Taken / Proposed / Timeframe	Person Responsible Position

**PART G – YOUR SIGNATURE**

Head teachers Name		Name of Person Submitting Form:	
Head teachers Signature		Signature of Person Submitting Form:	
		Date:	
Date:		Are You: The person who had the accident The First Aider Other (please state) if Other please state whether you witnessed the accident/incident	

Suggest – Scan all pages of the Form, saving as Injured Person's name and date of accident, page 1, page 2 etc – email to [accidents@fandrms.co.uk](mailto:accidents@fandrms.co.uk) Original copy remains in School

**FOR FIRE AND RISK MANAGEMENT SERVICES USE ONLY**

Date Received:	Data Entry Date: Data Entry By (initials): Accident Ref No:
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RIDDOR		Accident Investigation Required?	
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<b>Reportable?</b>	<b>YES/NO</b>	<b>Locally? Specialist?</b>	
<b>Date of Report: Method:</b>		<b>Name of Person(s) Investigating:</b>	
		<b>Date Investigation Started:</b>	
		<b>Date Investigation Report Submitted:</b>	
<b>RIDDOR Ref:</b>		<b>Occupational Health Input suggested?</b>	

Version	Date	Done by	Comment	Approval
2.0	Mar 2025	Rebecca French	Full review and update in line with current legislation and guidance	Finance, Audit and Premises Committee