



# Chellaston Academy

Learning

Excellence

Integrity

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## First Aid Policy

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### People Showing COVID-19 Symptoms

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Holding rooms have been set-up in each block so that they are away from the normal First Aid room:

## Aims

### **The aims of our first aid policy are to:**

- Ensure that staff and governors are aware of their responsibilities with regards to first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Provide an appropriate safe and secure environment for students requiring first aid
- Assist parents in providing medical care for their children
- Educate staff in respect of special medical needs
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked, and first aid supplies replenished as necessary
- Ensuring staff and students are aware of the first aid arrangements
- Arrange training for staff as required
- Liaise as necessary with medical services, parent/cares, in support of the student

### *And linking to the policy on supporting pupils with medical conditions it will:*

- Keep controlled drugs in a locked non-portable container
- Accurately record all medications taken in the Academy
- Enable young people with medical conditions to be included in the Academy's curriculum and other academy activities
- Support young people with complex or long-term medical conditions

## 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 2018](#), which require employers to assess 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, decide 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 \(Independent Academy Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## Roles and responsibilities

### Appointed person(s) and first aiders

The academy's appointed first aid lead supported by additional first aiders (appendix 1) 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
- To inform parent of illness or injury

First aiders must complete a training course approved by the Health and Safety Executive (HSE)

- 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 academy's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the academy.

### The Trustees and Governing Board

The Trustees of the Academy alongside the Governing Board has ultimate responsibility for health and safety matters in the academy, but delegates responsibility for the strategic management of such matters to the academy's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the academy. *(The HSE recommends that if you work in a company with 5-50 workers, there should be at least one person trained in first aid. Another first-aider should be in place for every 50 workers after that).*
- 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### Academy staff are responsible for

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs

## **First aid 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 the academy, 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 appointed first aider will contact parents immediately
- The appointed first aider, if called will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. If a first aider is not required, then the member of staff finding the problem will complete the form.

### **Off-site procedures:**

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

- An academy 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 group leader prior to any educational visit that necessitates taking pupils off academy premises

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

## **First aid equipment**

A typical first aid kit in our academy 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
- Burns gel

No medication is kept in first aid kits.

First aid kits are stored in;

- The First Aid Room
- Every department office
- Reception (at the desk)
- Academy vehicles
- PE Gym and Sports Hall

## **Record-keeping and reporting**

First aid and accident record book

- 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 the information about the accident
- Records held in the first aid and accident book will be retained by the academy 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.

## Reporting to the HSE

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

Appointed first aider 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 academies 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:

<http://www.hse.gov.uk/riddor/report.htm>

## Training

All academy staff can undertake first aid training if they would like to. (*Arranged through the Business Manager*).

All first aiders must have completed a training course and must hold a valid certificate of competence to show this (HSE). The Business Manager will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

The Business Manager should arrange refresher training before expiry date. If the certificate expires, the individual will have to undertake another full course of training to become a first aider.

## Monitoring arrangements

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

## 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

**Policy Date:** September 2017

**Date approved by full Governors:** October 2017

**Version Number:** 1.1

**Next Review Date:** September 2021



ALBERTS	SARAH	SCIENCE TECH	22/01/2018	23/01/2021	EFAW
ARCHER	DIANA	MIDDAY SUP	16/03/2018	16/03/2021	EFAW
BAILEY	HANNAH	ART	13/01/2020	13/01/2023	EFAW
BEST	RYAN	CATERING	13/03/2019	13/03/2022	EFAW
BROWN	CLAIRE	TECH	13/03/2019	13/03/2022	EFAW
BURKE	JILL	LS	10/04/2018	10/04/2021	EFAW
BERRIMAN	JOE	TECH	16/03/2018	16/03/2021	EFAW
CLAMP	THOMAS	LS	10/04/2018	10/04/2021	EFAW
COLLARD	JO	KITCHEN	13/01/2020	13/01/2023	EFAW
DOW	DANIELLE	PE	25/06/2018	25/06/2021	EFAW
GRIMWOOD	KELLY	PE	25/06/2018	25/06/2021	EFAW
HOWARD	TOM	PE	13/01/2020	13/01/2023	EFAW
HOWITT	CAROLINE	SCIENCE TECH	16/03/2018	16/03/2021	EFAW
HORVATH	LAURA	DRM	25/06/2018	25/06/2021	EFAW
HOUGH	DAVID	TECH	25/06/2018	25/06/2021	EFAW
JEPSON	EMMA	SCIENCE	13/03/2019	13/03/2022	EFAW
JOHNSON	CHARLIE	ART	13/01/2020	13/01/2023	EFAW
JORDAN	JAYNE	LS	25/06/2018	25/06/2021	EFAW
JONES	LAURA	DRM	25/06/2018	25/06/2021	EFAW
ROSS	MEL	ADMIN	16/03/2018	16/03/2021	EFAW
<b>MARSHALL</b>	<b>JAYNE</b>	<b>Medical Lead</b>	23/01/2018	23/01/2021	<b>FAAW</b>
MERRICK	BETHHANY	ENG	25/06/2018	25/06/2021	EFAW
MUNDAY	FIONA	ADMIN	25/06/2018	25/06/2021	EFAW
NORLEDGE	DAVE	PE	13/01/2020	13/01/2023	EFAW
PERKS	DAVID	MFL	13/01/2020	13/01/2023	EFAW
PHILEBROWN	JO	ADMIN	16/03/2018	16/03/2021	EFAW
PULLEN	KYE	CARETAKER	13/01/2020	13/01/2023	EFAW
ROCK	JONNY	HISTORY	13/01/2020	13/01/2023	EFAW
<b>SKELDON</b>	<b>HELEN</b>	<b>REPRO</b>	27/02/2018	27/02/2021	<b>FAAW</b>
SCULLION	HEATHER	PE	25/06/2018	25/06/2021	EFAW
STARBUCK	SARAH	PE	13/01/2020	13/01/2023	EFAW
STAVRI	THEO	MFL	13/03/2019	13/03/2022	EFAW
<b>STERN</b>	<b>DAYNA</b>	<b>ADMIN</b>	<b>1/09/2020</b>	<b>1/09/2023</b>	<b>FAAW</b>
SHIELDS	DAVID	GEOG	25/06/2018	25/06/2021	EFAW
STRATTON	SARAH	ADMIN	16/03/2018	16/03/2021	EFAW
THOMPSON	ANDY	PE	13/01/2020	13/01/2023	EFAW
TOMLINSON	KEVIN	SITE STAFF	13/03/2019	13/03/2022	EFAW
WEAVER	CHARLOTTE	ADMIN	16/03/2018	16/03/2021	EFAW
WALKER	MATTHEW	PE	25/06/2018	25/06/2021	EFAW
WATERIDGE	DAGMAR	CATERING	13/03/2019	13/03/2022	EFAW
WESTON	MARIANNE	SALON	13/03/2019	13/03/2022	EFAW
WILLIAMS	DAISY	SOC/PYS	13/03/2019	13/03/2022	EFAW
WORRALL	DARREN	SITE STAFF	13/03/2019	13/03/2022	EFAW

## **Appendix 1 – Training Record**

### **Qualifications and Training**

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organization.

### **First Aiders First Aid at Work (FAAW)**

A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

### **Emergency First Aid at Work (EFAW)**

A 1-day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

## Appendix 2 – First Aid Box Locations

<b>FIRST AID LOG/DEPARTMENT</b>	<b>BOOK NO</b>	<b>FIRST AID LOG/DEPARTMENT</b>	<b>BOOK NO</b>
ENGLISH	1	SIXTH FORM OFFICE	13
PE DEPART	2	MLF	14
DREF	3	BUSINESS/SOC	15
MAIN KITCHEN	4	PHYSIC	16
D BLOCK	5	FOOD TECH	17
MATHS	6	TEXTILES	18
TECH C3W	7	CONSTRUCTION	19
TECH A23W	8	SIXTH FORM KITCH	20
CHEMISTRY	9	FIRST AID ROOM	21
BIOLOGY	10	ART	22
DRAMA	11	THE HUB	23
RECEPTION	12		

