



## First Aid Policy 2024

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this Policy also means Director. This Policy applies to all pupils in academies within the Link Academy Trust.

All academies within the Link Academy Trust are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The staff of The Link Academy Trust wish to ensure that pupils with first aid needs receive quick, effective and proper care and support and that parents/carers are informed of incidents.

This policy was written in conjunction with the DFE good practice guide:

[First aid in schools, early years and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aid-in-schools)

### 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 the Statutory Framework for the Early Years Foundation Stage, 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
- The School Premises (England) Regulations 2012, 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**

Each academy has a number of appointed person(s). These are trained in Paediatric First Aid and/or First Aid at Work. Annually, each Academy Head reviews the number of trained staff needed based on age and number of children; and the layout of the academy site and ensures these staff are identified and trained.

The names of all Paediatric First Aiders are displayed in the Main Office and the location of the First Aid Station/s will also be indicated on these posters. The names of the Paediatric First Aiders will be clearly identified and displayed by the stations and around the academy.

The appointed person(s) 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 all medical supplies and resources are within date and have not expired.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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
- In conjunction with the Academy Head, sending pupils/staff 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 1)
- Keeping their contact details up to date

### **3.2 The Trust, Trustees and Local Board.**

The trustees have ultimate responsibility for health and safety matters in the academies, but delegate responsibility for the strategic management of such matters to the Academy Head.

### **3.3 The Academy Head**

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

- Ensuring that an appropriate number of trained first aid personnel are present in the academy 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 and staff
- Reporting specified incidents to the HSE when necessary (see section 6)
- Reviewing incidents and actions to continually improve the quality of response, linking with any Health and Safety considerations.

### **3.4 Staff**

Academy staff are responsible for:

- Ensuring they follow first aid procedures in line with the Trust's Health and Safety risk assessments and First aid policy
- 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 Academy Head of any specific health conditions or first aid needs
- Reviewing response performance with the Academy Head to identify improvements in order to reduce occurrence, i.e., monitoring where accidents occur and rectifying any possible issues

## **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 Academy Head or if not available the School Administrator will contact parents immediately
- The 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
- A review of high-level incidents will be undertaken at a later date to make any needed improvements.

## **4.2 Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Any medication required.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off academy premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

## **5. 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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in specific areas around the academy and staff should have a good knowledge of where they are. The location of all kits will be displayed in the Main Office and in most academies will be in

- The main office
- The staffroom
- And any academy specific position

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

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

- If First Aid is given, an accident form is completed (see appendix 1)
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the administrator.
- Records will be retained until the child is 25 years old.

### **6.2 Reporting to the HSE**

The Academy Head 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 Academy Head 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:

How to make a RIDDOR report, HSE  
<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The class teacher or teaching assistant 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 Reporting to CEO, Ofsted and child protection agencies**

The Academy Head will immediately notify the CEO of any serious accident.

The Academy Head will also notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Academy Head will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the academy's care.

## **7. Training**

All academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see SCR)

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

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Standards & Curriculum committee and approved by the Full Board annually.

## **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
- Safeguarding Policy

*Reviewed by S&C Committee: 25<sup>th</sup> January 2023*

*Approved by the Board of Trustees: 6<sup>th</sup> February 2023*

*Reviewed by S&C Committee: 30<sup>th</sup> January 2024*

*Approved by the Board of Trustees: 6<sup>th</sup> February 2024*

*Next Review: Spring 2025*

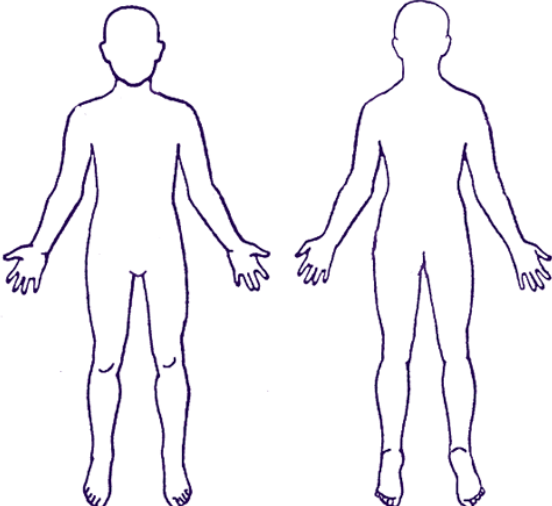
Appendix 1



**NAME** PRIMARY SCHOOL ACCIDENT FORM

|                                  |  |                  |  |
|----------------------------------|--|------------------|--|
| Name of child/adult:             |  | Class of Child   |  |
| Date of accident:                |  | Time of accident |  |
| Exactly where accident happened: |  |                  |  |
| Description of accident:         |  |                  |  |



|  |  |       |  |
|--|--|-------|--|
|  |  |       |  |
| Description of injury and care given:                |  |       |  |
| Care given by whom:                                  |  |       |  |
| Signature of person who saw the accident (if one)    |  | Date: |  |
| Signature of person who dealt with accident          |  | Date: |  |
| Signature of witness (if one)                        |  | Date: |  |
| Action to be taken as a result of accident (if any): |  |       |  |
| Mark the area of the body which had the injury.      |  |       |  |

