



**Apple Orchard**

# First Aid Policy

<b>Amended by</b>	<b>Richard Keightley</b>	<b>Date:</b> February 2025
<b>Approved by:</b>	<b>Catherine Beard</b>	

<b>Last reviewed on:</b>
--------------------------

<b>Next review due by:</b>	January 2026 (or if further guidance changes)
----------------------------	---

1. Aims of the Policy.....	3
2. Legislation and Guidance.....	3
3. Roles and Responsibilities.....	3
4. First Aid Procedures.....	5
5. First Aid Equipment.....	6
6. Record Keeping and Reporting.....	7
7. Training.....	8

## 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 upon the following advice from the Department for Education on first aid in schools, health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and should be read in conjunction with the school H&S policy and safeguarding policy. The following legislation applies:

- 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, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- First Aid Policy

## 3. Roles and responsibilities

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

The school's appointed person(s) is the Headteacher (although all employed staff are First Aid trained)

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

### **Nominated First Aider**

Anna Dorman is the nominated first aider and in addition to the responsibilities below:

- Managers student medication and allergies ensuring all staff are aware of ongoing needs and that staff are fully briefed prior to a new student starting at Apple Orchard School.
- Ensures all first aid kits are appropriately stocked and contents are in date and replaced when used.
- Ensures accident reporting is completed accurately and timely.
- Managing the defibrillator.

Staff complete First Aid at Work training as part of induction (this will be Emergency First Aid at Work from Feb 2025) 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 (notifying Headteacher in the first instance)
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using the pupil accident book.
- Keeping their contact details up to date

### **The Governing Body**

The governing body 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.

### **The Head Teacher**

The Head Teacher 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)

#### 4. First Aid Procedures

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are (if awaiting training)
- 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

##### **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 school SENCO will contact the respective Local Authority, Virtual Schools, Care Team, Therapy Team and parents immediately
- The individual who administered first aid will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- The first aider is to report any equipment used to **Anna Dorman** so replacements can be sought.

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

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

- The school mobile phone 07721 603260
- The portable first aid kit (Staff Room)
- Information about the specific medical needs of pupils
- All appropriate contact details
- Emergency medication for any pupils requiring it – e.g. Asthma inhalers

### **Risk Assessments**

Risk assessments will be completed by the teacher/teaching assistant planning any offsite trip with reference made to the venue's risk assessment and first aid policies/actions. Pre-existing risk assessments for school-based learning will be regularly reviewed by the subject teacher.

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

## **5. First Aid Equipment**

A typical first aid kit in our school includes the following with additional equipment for the science classroom:

- 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 to be kept in first aid kits.**

First aid kits are located in:

- The medical room (Disabled Toilet)
- Work Related (Oakdene)
- Darwin - Science (Includes burns and eye wash equipment)
- Turin – First Aid Kit for Food-tech
- De Vinci – Design, Technology and Art
- Headteacher's office

A defibrillator is held within the staff room with all staff holding a key and one key held with the care team.

## 6. 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 included in the accident form and equipment used.
- A copy of the accident report form will also be added to the pupil's educational record.
- 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.
- Reporting to the HSE
- The Health and Safety Manager (Polaris Community) 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 Health and Safety Manager 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. In this case, the Health and Safety Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

### Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - o 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
  - o 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). In this case, the relevant member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Where an accident leads to someone being taken to hospital
- 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 or 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
- 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)

### **Notifying parents**

The school SENCO will contact the respective Local Authority, Virtual Schools, Care Team, Therapy Team and parents of any accident or injury sustained by a pupil, and any first aid treatment given, as soon as is practicable and act as single point of contact for subsequent enquires about an ongoing incident/treatment.

### **Reporting to Ofsted and child protection agencies**

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

The Senior Leadership Team will also notify the placing Authorities Child Protection and Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

Given the nature of the school all school staff are to undertake first aid training. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff will receive training about anaphylaxis and the administration of Epi-pens in relation to any pupils who is admitted or is diagnosed as needing them.