



SIR ROBERT PATTINSON ACADEMY

First Aid Policy

Reviewed in Academy:
Approved by Governors:
Review date:

June 2024
10 June 2024
June 2027

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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 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 on [first aid in Academics](#) and [health and safety in Academics](#), 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 \(Independent Academy Standards\) 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 Academy's appointed persons are Andy Adlington and Clare Hardy. **(This is in addition to 42 other members of the staff who are first aid trained) Ellie Blanchard is the dedicated Medical Supervisor, this role started in December 2023.** 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

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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the head teacher and staff members.

3.4 The Head teacher

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

- Ensuring that an appropriate number of appointed persons and 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
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know who the first aiders in Academy are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the head teacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-Academy 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 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, a member of the house team will contact parents immediately
- The first aider/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

4.2 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
- **Medication I hand that is specific to particular needs of the students on the trip.**

Risk assessments will be completed by the member of staff responsible for the visit as part of the Educational Visit organisation process 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.

5. First aid equipment

A typical first aid kit in our Academy will include the following:

- First Aid Kit Contents List Sheet
- Regular and Large Crepe bandages
- Eye pad bandage
- Triangular bandage
- Large and Medium Sterile dressings
- Microporous tape
- Small and large Koolpak
- Disposable gloves
- Wound Cleansing Wipes
- Large and Small Adhesive Dressings
- Scissors
- Eye bath
- Sterile Eye Wash Solution
- Sick Bags
- Face Shield
- Emergency Thermal Blanket

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical Room
- Reception (at the desk)
- Site Office
- Canteen
- Design and technology classrooms (T12, T14, T25)
- Design and Technology Office
- Science Office Upstairs x 2
- S16
- Behaviour Hub
- Library
- Staff Room Upstairs
- L11 Sixth Form Area
- Caterpods (Nom Nom and Pitstop)
- RCC

6. Record-keeping and reporting

6.1 First aid and accident record book

- An **electronic accident form on Medical Tracker** will be completed by the first aider/relevant member of staff 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
- 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.

6.2 Reporting to the HSE

The appointed person 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 appointed person 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 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>

6.3 Notifying parents

The appropriate first aider on the scene 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. **The member of staff on duty in the medical suite may be the person who contacts home. This will be completed electronically through Medical Tracker.**

6.4 Reporting to Ofsted and child protection agencies

The appointed person will 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 appointed person will also notify the Lincolnshire Safeguarding Board 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 appendix 3). The SENCO keeps an up to date electronic log of all training across the Academy to show expiry dates or any relevant training.

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

8. Monitoring arrangements

This policy will be reviewed by the appointed person every 2 years.

At every review, the policy will be approved by the head teacher and the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administering Medicines in School policy
- Self Harm policy
- Child Protection and Safeguarding policy

Appendix: accident report form

Injury Incident Report

Child's Name

Date of Incident

Time of Incident

Location of incident

Injury description & how it happened?

Treatment administered

MEDICAL TRACKER

CALL US ON: 020 3743 9599

Injury Type (tick one box):

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Head Injury | <input type="checkbox"/> Chest |
| <input type="checkbox"/> Right Shoulder | <input type="checkbox"/> Stomach |
| <input type="checkbox"/> Left Shoulder | <input type="checkbox"/> Right Hip |
| <input type="checkbox"/> Right Arm | <input type="checkbox"/> Left Hip |
| <input type="checkbox"/> Left Arm | <input type="checkbox"/> Groin Area |
| <input type="checkbox"/> Right Hand | <input type="checkbox"/> Right Knee |
| <input type="checkbox"/> Left Hand | <input type="checkbox"/> Left Knee |
| <input type="checkbox"/> Right Elbow | <input type="checkbox"/> Right Leg |
| <input type="checkbox"/> Left Elbow | <input type="checkbox"/> Left Leg |
| <input type="checkbox"/> Upper Back | <input type="checkbox"/> Right Foot |
| <input type="checkbox"/> Lower Back | <input type="checkbox"/> Left Foot |

Name of first aider

What happened next (tick one box):

- Student stayed at school
 Student went home
 Student went to hospital

OFFICE USE ONLY:

RECORDED ON MEDICAL TRACKER:

Injury Incident Report

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| <input type="checkbox"/> Left Arm | <input type="checkbox"/> Groin Area |
| <input type="checkbox"/> Right Hand | <input type="checkbox"/> Right Knee |
| <input type="checkbox"/> Left Hand | <input type="checkbox"/> Left Knee |
| <input type="checkbox"/> Right Elbow | <input type="checkbox"/> Right Leg |
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OFFICE USE ONLY:

RECORDED ON MEDICAL TRACKER: