



# Hedgewood School

## First Aid Policy

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Signed by:

\_\_\_\_\_ Co-Headteacher      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors      Date: \_\_\_\_\_

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# 1. Statement of Intent

Hedgewood is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Enhance the health and safety of all staff, pupils and visitors.
- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any accident or injury.
- 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.
- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any accident or injury.

# 2. Legislation & 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 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 & Responsibilities

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

A Teaching Assistant is assigned to manage first aid supplies, including ordering necessary equipment, ensuring that additional supply of frequently used items are always available, topping up supplies across the school, and ensuring that appropriate supplies are available in each area as necessary.

Each class has a supply of 'First aid supplies request forms' in their class book. These are submitted to the First Aid Teaching Assistant

The school has both Health & Safety at Work and Paediatric first aiders. They are responsible for:

- Acting as first responders to any incidents they are called to; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Taking charge of the patient/casualty, and, in conjunction with SLT as appropriate, ensuring the safety of the surrounding area.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- In consultation with SLT:
  - sending pupils home to recover, where necessary,
  - sending adults home, or to the Urgent Care Centre at Hillingdon Hospital, where necessary.
- Filling in a 'First Aid Treatment Record' form, and ensuring that this is passed on to the relevant person for filing and/or attaching to an accident form as appropriate.
- For those with access to the digital accident reporting system; filling in the relevant section of the online incident form.
- Ensuring that they carry on them any work issued mobile phone devices.
- Keeping their contact details up to date; including any changes of class-base, even if only temporary.

## 3.2 The Local Authority & Governing Body

Hillingdon Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Co-Headteachers and other staff members.

## 3.3 The Co-Headteachers

The Co-Headteachers are 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 staff are aware of first aid procedures.
- Ensuring that necessary risk assessments are in place, and any required control measures are actioned.
- Ensuring that space is available to cater for the medical needs of staff and pupils.
- Ensuring that specified incidents, that require notification to the HSE, are uploaded to the Assure portal, thoroughly reviewed, and submitted to the Health & Safety team at Hillingdon Council.

## 3.4 SLT and Health & Safety Manager

SLT and the H&S Manager are responsible for:

- Taking overall responsibility for any incident that they are called to; liaising with the First Aider to ensure the scene and surrounding area remain safe.
- Calling in additional support as needed; and giving clear instructions to ensure that the scene, the casualty, and the first aider, remain safe.
- Blocking off areas or routes as needed, and safely re-directing foot traffic.
- Provide any support that the first aider may need; including following their instructions and guidelines in relation to the person who is ill or injured.

## 3.4 Staff

School staff are responsible for:

- Reviewing first aid procedures and ensuring that they adhere to them.
- Ensuring that they are aware of who the designated first aiders are.
- Completing a 'first aid treatment form' for any minor incidents as detailed in section 6.
- Completing a Sleuth report (or passing details on to the teacher to complete) for minor incidents.
- Informing the Co-Headteachers or their line manager of any specific health conditions or first aid needs.
- Ensuring that they and their class teams are fully apprised of any pupil medical need and set procedure e.g. Individual Healthcare Plans.

## 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.
- If the first aider, in consultation with SLT, 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 e.g. to visit their GP or attend their local Urgent Care Centre.
- If emergency services are called to attend to a child, the Senior Leadership Team or the School Office Team will contact parents as soon as is reasonably practicable.
- If emergency services are called to attend to an adult, the adult will be given the opportunity to personally make contact with someone, or contact will be made by SLT or the Office Team on their behalf if requested.
- In the event that an adult is unresponsive, contact will be made with their emergency contact (staff members), their agency (agency staff) or the company that they work for (contractors, visitors with whom there is a business relationship, delivery drivers etc.).

- In the event that a member of staff, having been injured whilst on site, needs to attend an Urgent Care Centre or Accident and Emergency, arrangements will be made to get them there by requesting a family member or friend collect and take them.
- In the event that this is not possible, or will take too long, a qualified minibus driver will use the school minibus to transport them to Hillingdon Hospital. A first aider will accompany them for the journey, and ensure that they get safely into the UCC or A&E, as appropriate.
- The relevant member of staff will complete an accident report form, and/or other relevant forms, 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
- A portable first aid kit
- Information about the specific medical needs of pupils
- Relevant medication
- Contact details of the responsible person on site, who has been given access to parent's contact details, and staff's emergency contact details in the event that they are needed.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will include provisions for first aid and emergency procedures.

## 5. First aid equipment

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

- 2x cool packs
- 2x absorbent granules
- 1x thermometer
- 10x cleansing wipes
- 20x finger plasters
- 2x syringes
- 5x large plasters
- 2x tissue packs

- 10x wristbands
- 3x pairs of disposable gloves

First aid kits are available in:

- Main office
- Green first aid pouch in each classroom
- Both minibuses
- H&S / PBS office
- Premises workspace
- Therapy hut
- Family Services hut
- Servery (where catering first aid supplies can be found)
- Hall
- Studio

Responsibility for ordering, maintaining and restocking first aid supplies across the school is designated to the nominated Teaching Assistant. Individual classes and departments are responsible for their first aid kits on a day-to-day basis. Additional supplies can be obtained from the Teaching Assistant who is assigned to oversee first aid for the school.

Further details can be found on the Health & Safety noticeboard.

## 6. Record-keeping and reporting

### 6.1 First aid and accident book

**In the case of behaviour incidents, minor incidents, or injuries not related to work activities;**

- Sleuth accident/incident report is completed.
- A First aid treatments form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack.
- As much detail as possible should be supplied when reporting an incident on SLEUTH.
- A copy of the accident report form will be held on digital SLEUTH record.



- The first aid treatment form will be added to the class book for children, or personnel files for staff.

**For any non-minor accidents, incidents and injuries, as well as those that occur as a result of work activities;**

- An accident form from the accident book (B510) is completed by the relevant person.
- A first aid treatment form is completed by the first aider.
- All sections of the accident form should be completed with as much detail as possible.
- SLT should be notified of all occurrences that require a B510 form to be completed.
- The accident report form will be held securely in the school office.
- A copy of the form will be added to the pupil's file, or to the personnel file for staff injuries.

**For major injuries, major incidents, and moderate injuries to staff that require being taken off site for further treatment:**

- An accident form from the accident book (B510) is completed by the relevant person.
  - A first aid treatment form is completed by the first aider.
  - A report of the incident is also made via the Hillingdon Council Assure portal.
  - The Health and Safety team at the council will action a RIDDOR report as appropriate, in liaison with the H&S Manager or Co-Headteachers (Deputy or Assistant in their absence).
  - As much detail as possible should be supplied when reporting an accident.
  - All accidents and incidents are also recorded digitally using the Sleuth portal.
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- All accident records 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. All accident forms relating to pupils will be kept until the child is 21 years old.

## 6.2 Reporting to the HSE

The Co-Headteachers, in conjunction with the Health & Safety Manager, will identify 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).

These will be highlighted to the Health & Safety team at Hillingdon Council, who in turn will report these to the Health and Safety Executive as soon as is reasonably practicable and in line with their internal policies and practices.

In the absence of the Co-Headteachers, the Deputy Headteacher and Assistant Headteachers will be responsible for identifying reportable accidents and ensuring that necessary follow up actions are taken.

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)
- 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

### 6.3 Notifying Parents

The class teacher or SLT will inform parents of any minor accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

## 6.4 Reporting to Ofsted and child protection agencies

In the event of any serious accident, illness or injury to, or death of, a pupil while in the school's care, the Co-Headteachers will notify Ofsted, Hillingdon Council's LADO and the referral hub. This will be done as soon as is reasonably practicable, and always within 14 days of the incident occurring.

In the event that an incident involving a pupil is also notifiable to the HSE; an incident report will be made via the Assure system, and the Health and Safety Team at Hillingdon Council will be notified. They will then submit a RIDDOR report on the school's behalf.

## 7. Training

All school staff are able to nominate themselves for first aid training should they choose to.

The final selection of staff chosen to attend a first aid course will take account of a number of factors including:

- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and skills
- ability to cope with stressful and physically demanding emergency procedures
- where specific coverage is required;
  - Shift pattern (including working out of normal school hours, school holidays etc.)
  - Regularity and consistency of providing support for clubs e.g. Saturday club, holiday club, after school club and breakfast club
  - Additional skills or tasks regularly undertaken e.g. driving the minibus, attending off site activities and school trips.

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.

To ensure adequate coverage for extended site opening hours, there will be a minimum of the following trained personnel:

- 3 with a current First Aid at Work Level 3 certificate.
- 2 with a current Paediatric First Aid certificate.
- 8 with a current Emergency Paediatric First Aid certificate.

Training will be arranged via the Hillingdon Council Health & Safety Team as needed. In the event that Hillingdon Council is unable to provide courses when needed, a suitable alternative course will be sourced. Any alternative paediatric first aid courses must meet the requirements set out in the Early Years Foundation Stage statutory framework.

## 8. Monitoring Arrangements

This policy will be reviewed by the Co-Headteachers every 2 years, or in the event of any changes to procedures or relevant personnel. It will be re-ratified by the Governing Body every 2 years.