Brookvale ACADEMY

Academy Policy

First Aid Policy

CEO approval:	Sean Kelly	
Governance Ratification		
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1. Introduction

1.1 The aims of our first aid policy are to:

a) Ensure the health and safety of all staff, pupils and visitors.

b) Ensure that staff and the trust board are aware of their responsibilities with regards to health and safety.

c) Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

2.1 This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

a) 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.

b) The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.

c) 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.

d) 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.

e) Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.

f) The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

g) The Education (Independent School 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 persons and first aiders.

3.1.1 The Academy's appointed person is Sarah Wright, she is responsible for:

a) Overview of someone who is injured or becomes ill.

b) Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

c) Ensuring that an ambulance or other professional medical help is summoned when appropriate.

3.1.2 First aiders are trained and qualified to carry out the role (see paragraph 7) and are responsible for:

a) 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.

b) Sending pupils home to recover, where necessary.

c) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see Appendix 2)

d) Keeping their contact details up to date.

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

3.2 The Trust Board

3.2.1 The Trust board has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

The Head of School

3.2.2 The delegated responsibility Head of School is responsible for the implementation of this policy, including:

a) Ensuring that an appropriate number of trained first aid personnel are always present in the Academy.

b) Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

c) Ensuring all staff are aware of first aid procedures.

d) Ensuring appropriate risk assessments are completed and appropriate measures are put in place.

e) Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.

f) Ensuring that adequate space is available for catering to the medical needs of pupils.

g) Reporting specified incidents to the HSE when necessary (see Section 7.2)

3.3 Staff

3.3.1 Academy / Trust staff are responsible for:

a) Ensuring they follow first aid procedures.

b) Ensuring they know who the first aiders in the Academy are.

c) Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.

d) Informing the Head of School or their manager of any specific health conditions or first aid needs.

4. First aid procedures

4.1 Academy Procedure in the event of an accident, resulting in injury:

a) 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.

b) 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.

c) The first aider will also decide whether the injured person should be moved or placed in a recovery position.

d) 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.

4.2 Anaphylaxis

4.2.1 Identification and Preparation:

a) Maintain an up-to-date register of students at risk of anaphylaxis, with Individual Healthcare Plans (IHPs) outlining allergies, symptoms, and emergency procedures.

b) Ensure staff are trained annually in recognizing anaphylaxis and using adrenaline auto- injectors (e.g., EpiPen).

c) Auto-injectors should be easily accessible, with a spare kept in a designated location.

4.2.2 Emergency Response:

a) Administer the student's prescribed adrenaline auto-injector immediately if symptoms occur.

b) Call 999 and monitor the student until medical help arrives.

c) Inform parents/guardians as soon as possible after the incident.

4.2.3 Post-Incident and Prevention

4.2.4 Document the incident, review the student's IHP, and update if needed.

4.2.5 Take preventative measures during school activities, ensuring allergy-safe practices are in place.

Please note: If a child requires further medical care, the academy still maintains *loco parentis, until the care of the child is passed on to parent/carer or guardian (including an identified adult at the parent's request).* Therefore, if a parent is unable to collect a child requiring medical care, the Academy should arrange and supervise transport. A child should not be placed on a bus or in a taxi, unless accompanied by a member of the Academy staff or by the parent/carer/guardian. The Head of School is responsible for deciding the escorting staff member. If following a first aid assessment from a qualified first aider, there is uncertainty or concern on what further care the child requires, 111 or 999 should be called.

a) If emergency services are called, the first aider will contact parents immediately.

b) The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

5. Off-site procedures

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

a) A portable first aid kit

b) Information about the specific medical needs of pupils

c) Parents' contact details.

d) Risk assessments will be completed by the Educational Visits Officer (EVO) prior to any educational visit that necessitates taking pupils off school premises.

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

6. First aid equipment

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

a) A leaflet with general first aid advice

b) Regular and large bandages

c) Eye pad bandages

d) Triangular bandages

e) Adhesive tape

f) Safety pins

g) Disposable gloves

h) Antiseptic wipes

i) Plasters of assorted sizes

j) Scissors

k) Cold compresses

l) Burns dressings.

m) No medication is kept in first aid kits.

6.2 First aid kits are stored in:

a) Main reception

b) kitchen

c) Science lab

d) SLT office

6.3 The Academy's appointed person will complete half termly checks on stock levels for all first aid supplies.

7. Record keeping and reporting

7.1 First aid and accident record book

7.1.1 An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

7.1.2 As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form (appendix 2)

7.1.3 A copy of the accident report form will also be added to the pupil's educational record (CPOMS) by the appointed person.

7.1.4 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.

7.2 Reporting to HSE

7.2.1 The Executive Principal 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 to 7).

7.2.2 The Executive Principal 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.

7.2.3 Reportable injuries, diseases or dangerous occurrences include:

a) Death

b) Specified injuries, which are:

i. Fractures, other than to fingers, thumbs, and toes

ii. Amputations

c) Any injury likely to lead to permanent loss of sight or reduction in sight.

d) Any crush injury to the head or torso causing damage to the brain or internal organs.

e) Serious burns (including scalding).

f) Any scalping requiring hospital treatment.

g) Any loss of consciousness caused by head injury or asphyxia.

h) 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.

i) 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).

j) Where an accident leads to someone being taken to hospital.

k) 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:

i. The collapse or failure of load-bearing parts of lifts and lifting equipment.

ii. The accidental release of a biological agent likely to cause severe human illness.

iii. The accidental release or escape of any substance that may cause a serious injury or damage to health.

iv. An electrical short circuit or overload causing a fire or explosion.

7.2.4 Information on how to make a RIDDOR report is available here:

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

7.2.5 Please refer to the Trust's Health & Safety Policy on who and how accident investigations should be undertaken.

7.3 Notifying parents

7.3.1 The appointed person 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.

7.4 Reporting to Ofsted and child protection agencies

7.4.1 The Executive Principal 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.

7.4.2 The Executive Principal will also notify Safeguarding Children Partnership, Nottingham City Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.5 Training

7.5.1 All Academy staff can undertake first aid training if they would like to.

7.5.2 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).

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

8. Monitoring arrangements

8.1 This policy will be reviewed and approved by the Trust Board annually.

9. Linked policies

9.1 This first aid policy is linked to the following policies:

a) Health and safety policy

b) Risk assessment policy.

c) Policy on supporting pupils with medical conditions.

Appendix 1 – List of appointed persons for first aid and/or trained first aiders.

Staff member's name	Role	Contact details
Sarah Wright	TAL3	0115 915 1271
Julie Hill-Jenkins	TAL3	0115 915 1271
Mark Clifford	Head of School	0115 915 1271
Rebecca Jones	Assistant Principal	0115 915 1271
Attia Arshad	Teacher	0115 915 1271
Damien Camm	Teacher	0115 915 1271
Jessica Smith	Teacher	0115 915 1271
Chris Reaney	TAL2	0115 915 1271

Appendix 2 – Accident report form template.

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred.			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
Name of person attending the incident			
Signature		Date	

Appendix 3 – First aid training log.

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid	Sarah Wright	03/07/2024	03/07/2027
First Aid	Julie Hill-Jenkins	03/07/2024	03/07/2027
First Aid	Mark Clifford	03/07/2024	03/07/2027
First Aid	Rebecca Jones	03/07/2024	03/07/2027
First Aid	Attia Arshad	11/04/2022	11/04/2025
First Aid	Damien Camm	03/07/2024	03/07/2027
First Aid	Jessica Smith	08/03/2023	07/03/2026
First Aid	Chris Reaney	22/11/2023	22/11/2026