

First Aid Policy

Fakenham Academy



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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 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 schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), the Trust First Aid Policy 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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Cathrine Lane, Jade Harvey & Nichola Doubleday. 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 in line with the Trust accident reporting procedures (see Appendix 2)
- Keeping their contact details up to date

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

3.2 The governing board (Sapientia Education Trust)

The governing board 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.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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 Trust when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports as required
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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 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 office 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 but no later than 48 hours after the incident. If an accident happens on a Friday the latest the report should be submitted is the following Monday.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, a a minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments

- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Site Office
- Bungalow
- 6th Form Centre
- Art Rooms

6. Record-keeping and reporting

6.1 First aid and accident record book or online form

- An accident form will be completed by the first aider/relevant member of staff on the same day or at the latest within 48 hours after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information requested in the relevant accident form.
- A copy of the accident report form/details of the accident, will also be added to the pupil's educational record by a member of the Pastoral Team for the relevant Key Stage.

- Records held in the first aid and accident book will be retained by the school for a minimum of 7 years (adults aged 18+) or 25 years (pupils), and then securely disposed of

6.2 Reporting to the HSE

The Health and Safety department at the Trust 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 department will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding 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
- Work-related injuries that lead to an employee being 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 Health and Safety Department will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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
 - 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

6.3 Notifying parents

The Pastoral team or first aider 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

The Health and Safety Department 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. Training

All school 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the appointed person for first aid. At every review, the policy will be approved by the Headteacher.

9. Links with other policies

This first aid policy is linked to the:

- Accident/Incident reporting policy
- Allergies and Anaphylaxis

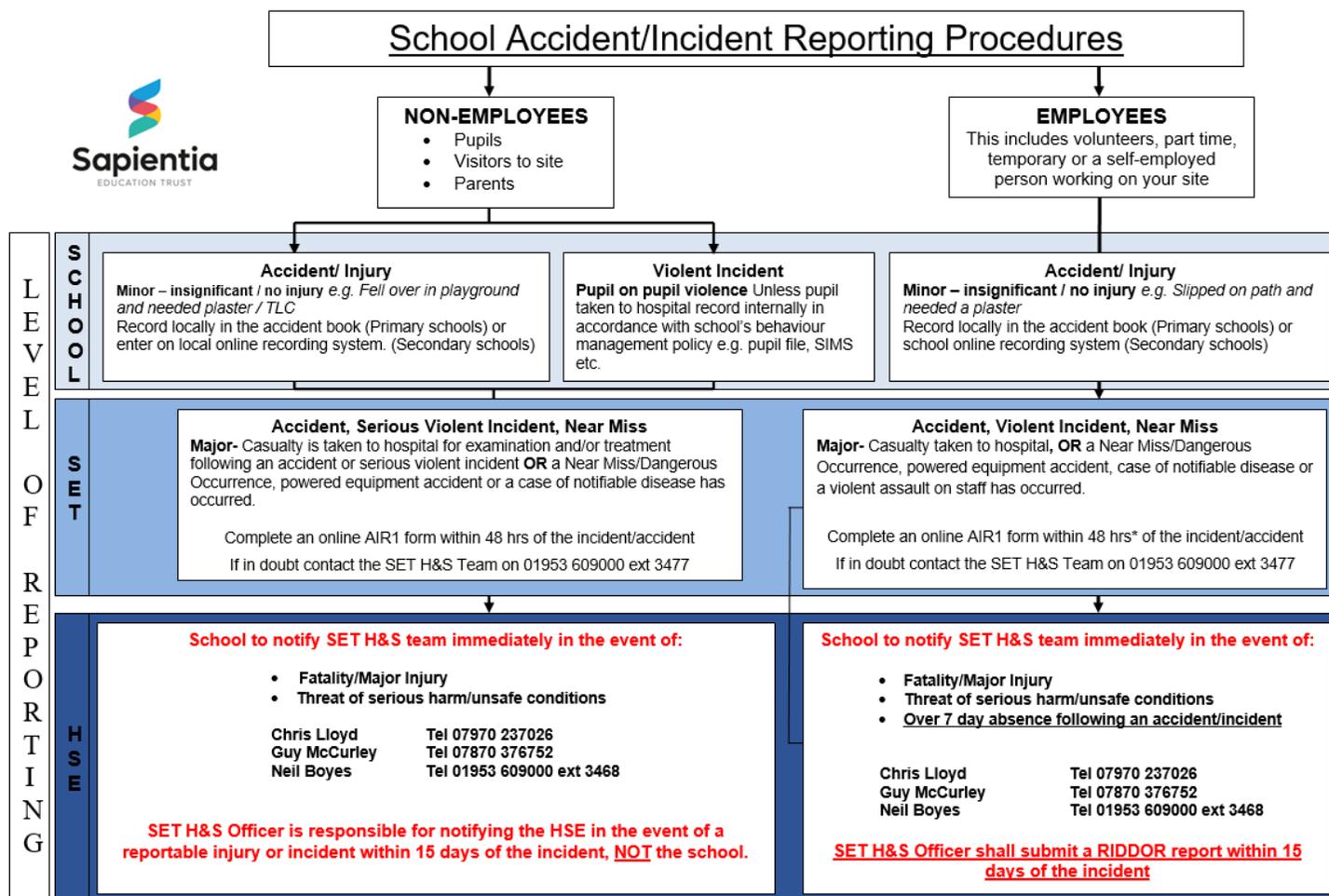
- Emergency Salbutamol Inhaler policy
- Trust First Aid Policy
- Health and safety policy
- Managing medicines
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of appointed persons(s) for first aid and/or trained first

Staff Member	Role	Contact details
Cathrine Lane	Appointed Person for First Aid	Ext 7032
Chloe Lane	First Aider	Ext 1064 or Ext 1025
Jade Harvey	First Aider	Ext 1012
Nichola Doubleday	First Aider	Ext 1024
Wayne Griffiths	First Aider	Ext 1001
Madeline Boyle	First Aider	SSA
Alan Syer	First Aider	School phone on trip
Wayne Petherick	First Aider	Ext 1033
Henry Collinge	First Aider	Ext 1046
Helen Bell	First Aider	Ext 1044
Sallyanne Boyle	First Aider	Ext 1052 or Ext 1076
Cathryn Broughton	First Aider	Ext 1001
Alice Collins	First Aider	PE Department
Sarah Curtis	First Aider	Ext 1117
Vicky Dewson	First Aider	Ext 1009
Steve Gray	First Aider	Ext 1009
Emma Vanson	First Aider	Ext 1013
Ciara Haughey	First Aider	SSA
Abigail Henderson	First Aider	Ext 1013
Sally Hirst	First Aider	Ext 1004
Joy Holland	First Aider	Ext 1020
Neil Jary	First Aider	Ext 1027
Steve Leat	First Aider	Ext 1026
Stuart Main	First Aider	Ext 1038
Sarah Marshall	First Aider	Ext 1102
Anna Mitchell	First Aider	Ext 1013
Izzy Parr	First Aider	Ext 1107

Staff Member	Role	Contact details
Jackie Price	First Aider	Cover Teacher
Rachel Savage	First Aider	Ext 1117
Evelyn Sperring	First Aider	Ext 1075
Jessica Tuddenham	First Aider	Ext 1035
David Pemberton	First Aider	Ext 1066
Kirsty Adams	First Aider	Ext 1106
Jean Debney	First Aider	Ext 1075
Misha Clarke	First Aider	Ext 1069
Andrew Gates	First Aider	Ext 1058
Rachel Hill	First Aider	Ext 1023
Casey Jackson	First Aider	Ext 1028
Lesley Baxter	First Aider	Cleaner
Rebecca Studd	First Aider	SSA
Imogen Luker	First Aider	SSA
Lisa Sexton	(First Aider) not on call	-
Lucy Belton	(First Aider) not on call	-

Appendix 2: Accident reporting See Trust Accident/Incident reporting policy for further details



- AIR1 – Accident/Incident report form
- Adult (18yrs plus) accident records need to be kept for at least seven years.
- Pupil accident records need to be kept for twenty-five years from their date of birth.
- SET = Sapientia Education Trust

Appendix 3: First Aid Training Log

Name/Type of Training	Staff who Attended	Date attended	Date for training to be renewed (where applicable)
Level 3 Award in First Aid at Work (RQF – 3 day)	Chloe Lane	20/06/2025	19/06/2028
	Jade Harvey	05/01/2024	04/01/2027
	Nichola Doubleday	05/01/2024	04/01/2027
Level 3 Award in Emergency First Aid at Work (RQF – 1 day)	Wayne Griffiths	04/09/2025	03/09/2028
	Madeline Boyle	04/09/2025	03/09/2028
	Alan Syer	04/09/2025	03/09/2028
	Wayne Petherick	04/04/2025	03/09/2028
	Henry Collinge	07/01/2025	06/01/2028
	Helen Bell	07/01/2025	06/01/2028
	Sallyanne Boyle	03/01/2024	02/01/2027
	Cathryn Broughton	04/09/2025	03/09/2028
	Alice Collins	03/01/2024	02/01/2027
	Sarah Curtis	07/01/2025	06/01/2028
	Victoria Dewson	07/01/2025	06/01/2028
Level 3 Award in Emergency First Aid at Work (RQF – 1 day)	Steve Gray	03/01/2024	02/01/2027
	Emma Vanson	04/09/2025	03/09/2028
	Ciara Haughey	04/09/2025	03/09/2028
	Abigail Henderson	03/01/2024	02/01/2027
	Sally Hirst	07/01/2025	06/01/2028
	Joy Holland	04/09/2025	03/09/2028

Level 3 Award in Emergency First Aid at Work (RQF – 1 day)	Neil Jary	04/09/2025	03/09/2028
	Steve Leat	07/01/2025	06/01/2028
	Stuart Main	04/09/2025	03/09/2028
	Sarah Marshall	03/01/2024	02/01/2027
	Anna Mitchell	03/01/2024	02/01/2027
	Izzy Parr	07/01/2025	06/01/2028
	Jackie Price	04/09/2025	03/09/2028
	Rachel Savage	03/01/2024	02/01/2027
	Evelyn Sperring	03/01/2024	02/01/2027
	Jessica Tuddenham	04/09/2025	03/09/2028
	David Pemberton	05/01/2026	04/01/2029
	Kirsty Adams	05/01/2026	04/01/2029
	Jean Debney	05/01/2026	04/01/2029
	Micha Clarke	05/01/2026	04/01/2029
	Andrew Gates	05/01/2026	04/01/2029
	Rachel Hill	05/01/2026	04/01/2029
	Casey Jackson	05/01/2026	04/01/2029
	Rebecca Studd	05/01/2026	04/01/2029
	Imagen Luker	05/01/2026	04/01/2029
	Lesley Baxter	05/01/2026	04/01/2029
Lucy Belton	05/01/2026	04/01/2029	
Lisa Sexton	05/01/2026	04/01/2029	