



THE HARBOUR SCHOOL

First Aid Policy and Procedure

Date reviewed	October 2022
Date approved	07.11.2022
Approver	LGB
Signature	Carol Tompkins-Owen
Next Review date	January 2025

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Abbreviations:

HSE: Health and Safety Executive

IHP: Individual Health Plan

Section 1: Introduction

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
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing agency staff with appropriate information about the policy and relevant pupils

Section 2. Legislation and statutory responsibilities

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:

- [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 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Section 3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons 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 5)
- Keeping their contact details up to date

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

3.2 Delta Education Trust and the governing board

Delta Education Trust 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 board.

The governing board 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 trained 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed persons and first aiders are in school
- Completing accident reports (see appendix 2) for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Section 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 Head of Campus or Pastoral Area Lead will contact parents immediately
- The 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 school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at 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 prior to any educational visit that necessitates taking pupils off school premises using EVOLVE.

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

Section 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)
- The school hall
- All science labs

- All design and technology classrooms
- The school kitchens
- School vehicles

Section 6. Record Keeping and Reporting

6.1 First aid and accident record book

- 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
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at **appendix 4**
- The accident and first aid form will be reviewed with the Head of Campus.
- The accident/first aid form will be scanned and saved by Campus Admin and details added to the accident/first aid spreadsheet. Forms will be shared with the Deputy Headteacher.
- Copies of forms relating to staff will be shared with the HR Manager and saved on their personnel file.
- A copy of the accident report form will be added to the pupil's educational record by Campus Admin
- 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

➤ 6.2 Reporting to the HSE

The Head of Campus 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 Deputy Headteacher 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 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
- 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 Deputy Headteacher 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)

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 Head of Campus or pupil's key staff member 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.

Section 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 central register of all trained first aiders, what training they have received and its renewal date.

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.

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' Individual Health Plans (IHP's) will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

Section 8. Monitoring arrangements

This policy will be reviewed and approved by the governing board every three years.

Section 9. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Health and safety

- Safeguarding
- Special educational needs information report and policy
- Pupils with Medical Needs

Appendix 1: List of Appointed First Aiders

STAFF MEMBER'S NAME	ROLE	CAMPUS

Appendix 2: Staff Training Record Administering Medication



Staff training record – administration of medicines

Campus:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I have received the training detailed above and feel competent to carry out any necessary treatment.

Staff signature _____

Date _____

Suggested review date |

Appendix 3: Record of medicine administered to a pupil



Record of medicine administered to an individual child

Campus	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		
Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		
Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Appendix 4: First Aid Reporting Form

Section 1: Details of person receiving first-aid:

The person is a:- (tick appropriate box)	<input type="checkbox"/> Council employee	<input type="checkbox"/> Temporary worker (Contractor, agency staff, trainer, etc.)	<input type="checkbox"/> Client/ service-user	<input type="checkbox"/> Member of public (visitor, pupils, etc.)
Person's full name?				
Name of manager (if PCC employee, If not PCC employee write 'not employee')?				
Place of work (or home address, if not employee):				
Male Female (tick box)	<input type="checkbox"/> <input type="checkbox"/>	Age (tick box)	<input type="checkbox"/> under 18 <input type="checkbox"/> over 18	Contact telephone number: (Work, if employee or home if non-employee)

Section 2: Details of first-aid treatment:

Where was first-aid administered? (name of site and location on site):	
Give brief details of how you were summoned to the first-aid scene:	
Give brief details of symptoms, illness or injury presented:	
What first-aid was administered? (Details of treatment given):	
Give brief details of how the patient left the scene (unaided, ambulance, accompanied, etc.):	
Any other relevant info?(advice given to person receiving first-aid):	

Section 3: Details of first-aider:

Name of First Aider? (or appointed person if not first aider)	
Contact detail? (work telephone no. only):	
Date and time of first-aid incident?	
Was first-aid required due to a work-related accident or violent incident? (tick box) <input type="checkbox"/> YES A copy of this completed first-aid form must be forwarded to the H&S Unit HealthSafetyPCC@secure.portsmouthcc.gov.uk or Tel: (023 9284 1131) as soon as possible (either by internal mail or by emailing a scanned copy). <input type="checkbox"/> NO This report should be retained locally by the first-aider.	If yes, give brief details to assist the H&S Unit in investigating further.

Appendix 5: Accident Reporting Form

Portsmouth City Council - Accident Report Form

Sections 1 and 2: To be completed by the manager (assisted by the employee) - to be sent to H&S Unit as soon as possible, no later than 10 days after the incident

Section 1a: Incident type			
Is the incident a..? (tick appropriate box)	Accident resulting in injury: <input type="checkbox"/>	Dangerous occurrence: <input type="checkbox"/>	Occupational disease: <input type="checkbox"/>
	Now go to section 1c:	Now go to section 1c:	Now go to section 1b:
Section 1b: Notification of occupational disease:			
Give details of the occupational disease and date when diagnosed by a doctor		Now complete section 1d:	
Section 1c: Accident (or incident) details:			
Date of accident:	Time of accident:	Name of site/school:	
Location of accident scene? (Exactly where on site did the accident occur)			
Brief summary of the accident/incident (facts only – use continuation section on page 2, if necessary)?			
If reporting a dangerous occurrence – sign and date this form below and forward to your manager:			
Brief details the injury(s) sustained?			
What part of the body was injured?			
Was first aid/medical attention required at the scene?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, give details (What treatment/by whom?)	
Was the injured person taken to hospital direct from accident scene?		No <input type="checkbox"/>	Yes <input type="checkbox"/> if yes, which hospital?
Name(s) of witnesses and contact telephone numbers?			
Section 1d: Injured person(s) details (or name of person reporting incident where no injury sustained)			
The injured person is a:- (tick appropriate box)	Council employee <input type="checkbox"/>	Temporary worker (Contractor, agency staff, trainer, etc.) <input type="checkbox"/>	Client/ service-user <input type="checkbox"/> Member of public (visitor, pupils, etc.) <input type="checkbox"/>
Injured person's full name?		Job title? (if applicable)	
Name of their manager (if council employee)?		Service/Department:	
Place of work (home address for non-employee)			
Male/Female (M/F)	Age	under 18 <input type="checkbox"/> 18 - 64 <input type="checkbox"/> 65 + <input type="checkbox"/>	Tel No. (work, if employee):

Section 2: Management action taken post incident			
Have you investigated the incident (whether a brief discussion with the individual involved - or a detailed management review of the accident and outcome)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified what caused the accident to happen?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, give brief details here!
Were witness statements taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have photographs been taken? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did the accident result in time off work - not including the day of the incident	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, (tick correct box)	<input type="checkbox"/> Returned to work on: (insert date here) <input type="checkbox"/> Still on sick leave
Is this incident RIDDOR reportable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a copy of the RIDDOR attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have outside agencies been involved in the incident i.e. HSE, police, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, give details here!	
What additional management controls have been implemented to stop a similar incident occurring?	Give details of new management controls here (use continuation section if needed):		

Name of manager completing 'section 2' (print):

Date completed:

Contact telephone number: (print):

Continuation Section

Insert additional information here:

Section 3: To be completed by PCC H&S Unit - within 7 days of receiving the report

Section 3: H&S Unit actions taken post-incident	
Has the H&S Unit had any involvement post-incident	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Has this report form been completed to a satisfactory standard?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give details here!
Is the incident RIDDOR reportable?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Does anyone else need to be informed of this incident (internally/externally)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Any additional comments relating to this incident?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details here!
Has this report been recorded on the corporate database?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give details here!

Name of H&S Unit Rep (print): Signature: Date:

Guidance notes for completing this form:

1. This form is **not** to be used for reporting violent incidents.
2. The H&S Unit should be notified by telephone as soon as possible if an accident has resulted in serious injury/death (023 9284 1131) – and the accident scene must be preserved.
3. Post-incident investigations should be proportionate to the incident and outcome/potential outcome
Note: All council managers must complete the mandatory corporate accident and investigation e-learning course
4. Sections 1 and 2 of this report form must be completed (a legal document) and post-incident management actions should be adequately recorded for audit purposes (not necessarily on this form).
5. A copy of this completed form must be forwarded to the PCC H&S Unit within the timescales stated on the form, by email: HealthSafetyPCC@secure.portsmouthcc.gov.uk or post to: PCC H&S Unit, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL
6. See the Councils' 'Accident (and Occupational Disease) Reporting Policy' for further guidance- or contact the H&S Unit.

Appendix 6: First Aid Procedure

