



THE CENTRE SCHOOL  
COTTENHAM  
Astrea Academy Trust  
INSPIRING BEYOND MEASURE



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## The Centre School First Aid Policy

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# Policy Statement

## 1. Aim

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 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 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

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 person is **Chris Lee-McCloud**. They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. This role is delegated to **Rose Greener**.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. Senior First Aiders dealing with incidents will advise as appropriate.
- Ensuring the school First Aid Record is kept up to date, and making entries to Wellworker as appropriate. This includes RIDDOR reporting as required.

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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

In the Centre School, all staff are trained to First Aid at Work one-day level, and this is renewed as appropriate. Three staff are trained to a higher level, and these senior first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school, and staff will be aware.

### **3.2 The Trust Board**

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

### **3.4 The Principal**

The Principal 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 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)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Attending first aid training.
- Ensuring they know who the senior first aiders in school are.
- Completing entries on the school First Aid Record (staff drive, First Aid Records)
- Recording incidents on Arbor as required.
- Making sure CLM is aware of the incident, for reporting to Wellworker if required.
- Ensure First Aider responsible for maintaining first aid kits is advised if kits need re-stocking.

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## 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 other first aiders or one of the senior first aiders if required.
- 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 school, parents/carers 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 Principal's PA or the House Head will contact parents immediately.
- The **first aider / appointed person or member of staff on scene** will complete an accident report form (completing the first aid record on the staff drive, and recording incident on Arbor) on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Ensure that CLM is advised, so that Wellworker can be updated if required.

### 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
- Access to parent/carer contact details, via phone or Arbor.

Risk assessments will be completed by the **Trip Leader / Educational Visits Coordinator (EVC)** prior to any educational visit that necessitates taking pupils off school premises. Risk assessments to cover the afternoon Extended Curriculum (EC) activities, which operate locally, are already in place and will be checked and updated regularly by the EVC. Day visits, residential, and activities that fall outside the regular EC activities will require bespoke risk assessments.

There will always be at least one first aider on school trips, visits and Extended Curriculum activities.

## 5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages

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- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Mouth shields

No medication is kept in first aid kits, other than for students needing medication during an educational visit, when agreed with parent/carers.

First aid kits are stored in:

- The medical room in the Centre
- The kitchen in the Centre
- The kitchen in the Atrium
- The Design Technology and Construction workshops
- The Bungalow
- Science classroom (C10)
- Main office in the Atrium
- Art Classroom C2
- All school vehicles and private vehicles that are used to transport pupils.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record – Staff Drive

- The First Aid log (Staff drive – First Aid Records) to be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury, or an incident that did not require first aid. Incidents should also be recorded on Arbor if appropriate.
- 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
- The information should be recorded on Wellworker, usually by the Health and Safety Officer.

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- Records held in the first aid record on the Staff Drive 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.

## 6.2 Reporting to the HSE

The **Health and Safety Officer** 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 Officer** 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 to be reported via Wellworker 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>

## 7. Training

All school staff at TCS are one-day First Aid at Work trained, as most staff take students off site on occasions. The only exceptions will be new staff awaiting training, or supply staff.

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).

Staff will be offered training to renew their first aid qualification when it is no longer valid.

## 8. Monitoring arrangements

This policy will be reviewed by the **Health and Safety Officer** every 2 years.

At every review, the policy will be approved by the Principal and The Centre School Local Education Consultative Committee.

## 9. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Risk assessment policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medicines Policy and Procedure

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## Appendix 1: list of senior First Aiders

Staff member's name	Role	Contact details
Martin Croxon	Lead Instructor	Via mobile
Belinda Bell	Teacher of Science	Via mobile
Rose Greener	UQT – First Aid admin etc	Via mobile

The full list of qualified staff will be available from the school office, where information about renewal dates for training can also be found.

**This statement was ratified on**

**29 September 2020**

**And will be reviewed on**

**September 2022**

**Signed by the Principal**

**S Raven**