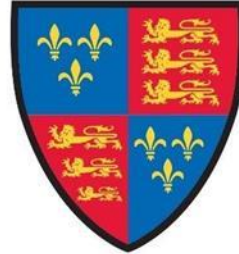




**THE SCHOOLS OF
KING EDWARD VI
IN BIRMINGHAM**

In pursuit of educational excellence for all



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

First Aid Policy

Committee	Welfare Committee
Policy Type	School Policy
Policy Owner	Fiona Smith Assistant Headteacher
Statutory	Yes
Publish Online	Yes
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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 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, health and safety in schools and actions for schools during the coronavirus outbreak, 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 requires 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, plan 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

3. Roles and Responsibilities

3.1 The school's First Aider are:

Bob Wills
Courtney Rousell
Emma Turrell
Fitz Hano
Gain Nolan
Leanne Cashmore
Lyndsey Cale
Sinead Crawford
Sunny Kaul
Yolanda Duckworth
Lyn Stokes
Gary Davis
Carly O Neill
Ruby Mills

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Bal Kaur is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
-

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

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

3.2 The Governing Body

The governing body 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 trained first aid personnel are always present in the school
- 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 first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- 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 members 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 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 the next steps to the parents
- If emergency services are called, the reception will contact parents immediately
- The first aider will complete the First Aid log and 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:

- The school mobile phone/Trip Leader mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Spare inhaler or Epi pen should be required

Risk assessments will be completed by the Trip Leader and reviewed by the Educational Visits Co Ordinator Jenny Quinn 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 with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- No medication is kept in first aid kits.

First aid kits are stored in clearly labelled rooms across the school as well as

- Reception
- Science Prep Room
- School Kitchen
- Portable bag available at reception for trips and visits

6. Record-keeping and reporting

6.1 First aid and accident record spreadsheet

- All first aid call outs will be logged on the First Aid Accident Illness Log in the shared area
- An accident form will be completed by the first aider/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 2
- A copy of the accident report form will also be added to the pupil's educational record by Reception staff
- Records held in the First Aid Accident Illness Log 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 HSE

The Assistant Head Teacher and DSL Kieran Lynch 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).

Kieran Lynch 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 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 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
 - 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 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).

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

8. Monitoring arrangements

This policy will be reviewed by Fiona Smith every 2 years.

At every review, the policy will be approved by the Welfare Committee.

9. Links with other policies

The first aid policy is linked to the

- Health and Safety Policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

APPENDIX 1 Accident Form

Section 1 Person injured / ill / involved in the incident or near miss

Name: _____ Date of Birth: _____ Male Female Hom
Address: _____ Tel: _____
Status: Employee Contractor Member of public Visitor Pupil
Job Title: _____
Department: _____
Name of Academy: _____

Section 2 Details of accident / incident / ill-health or near miss

Date of Incident: _____ Time of Incident: _____ am/pm Date of Report: _____
Incident Type: Violence Accident Work related Ill-health Near Miss
Location of Incident (Include Establishment name and Location on premises):

Details of Incident or work-related ill-health (Include activity at time, full details of what happened and name of assailant if applica

Were they undertaking their normal employment duties Yes No (if No state why)

Section 3 Details of Injury (if applicable)

Description of injury
(Include part of body and nature of injury): _____
Treatment Given: _____ Name of First-Aider: _____

(Tick all appropriate boxes) Is the injured party expected to be absent from work for more than 7 days due to the incident

Was the injured person: Able to continue work Sent home Sent to GP/Dentist Taken to Hospit

Section 4 Details of Person Completing Section 1-3 of this Form

Name: _____
(Please Print)
Signature: _____

Job Title: _____
Date: _____

Signature of person involved in the accident / incident/ ill health or near miss: _____
10

Where possible the signature of the person involved in the accident/incident should be obtained to confirm that they have read t
completed section of this form and agree that the details above are correct.

APPENDIX 1: List of First Aiders and training log

Name	Role	Qualification	Date of Qualification
Sinead Crawford	Head of Years 7 and 8 – Deputy DSL	Level 3 First Aid at Work	8 th October 2021
Gary Davis	Learning Resources Manager	Emergency First Aid at work	6 th October 2021
Yolanda Duckworth	Head of Year 11 Enrichment lead, DSL	Level 3 First Aid at work	9 th November 2021
Ellie Gibbs	Head of PE	Emergency First Aid at Work	6 th October 2021
Bal Kaur	Receptionist	Level 3 First Aid at work	8 th October 2021
Corrine Morris	Intervention Coach	Emergency First Aid at work	6 th October 2021
Gail Nolan	Attendance Officer and Deputy DSL	Level 3 First Aid at work	8 th October 2021
Lynn Stokes	ASC Co ordination	Level 3 First Aid at work	8 th October 21
Emma Turrell	Librarian	Emergency First Aid at Work	6 th October 2021
Sophie Weaver	Science technician	Level 3 First Aid at work	13 th July 2021
Bob Wills	Deputy DSL and Behaviour support	Level 3 First Aid at Work	13 th July 2021

First Aiders are contacted via the On-Call system, or by contacting reception

Email oncall@bwa.kevibham.org Tel: 200

Non-emergency First Aid enquiries:

Email firstaiders@bwa.kevibham.org.uk

APPENDIX 2 Accident Form

Section 1 Person injured / ill / involved in the incident or near miss

Name: _____ Date of Birth: _____ Male Female Hom

Address: _____ Tel: _____

Status: Employee Contractor Member of public Visitor Pupil

Job Title: _____

Department: _____

Name of Academy: _____

Section 2 Details of accident / incident / ill-health or near miss

Date of Incident: _____ Time of Incident: _____ am/pm Date of Report: _____

Incident Type: Violence Accident Work related Ill-health Near Miss

Location of Incident (Include Establishment name and Location on premises):

Details of Incident or work-related ill-health (Include activity at time, full details of what happened and name of assailant if applica

Were they undertaking their normal employment duties Yes No (if No state why)

Section 3 Details of Injury (if applicable)

Description of injury
(Include part of body and nature of injury): _____

Treatment Given: _____ Name of First-Aider: _____

(Tick all appropriate boxes) Is the injured party expected to be absent from work for more than 7 days due to the incident

Was the injured person: Able to continue work Sent home Sent to GP/Dentist Taken to Hospit

Section 4 Details of Person Completing Section 1-3 of this Form

Name: _____ Job Title: _____
(Please Print)

Signature: _____ Date: _____

Signature of person involved in the accident / incident/ ill health or near miss: _____