



VALLEY INVICTA
ACADEMIES TRUST

First Aid Policy

Key document details

Policy number:
TG12

Policy type
Trust

Colleague responsible:
Health and Safety
Officer

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June 2021

First Aid Policy

1. Aims

The aims of the First Aid Policy are to:

- Ensure the health and safety of all VIAT staff, pupils and visitors;
- Ensure that the VIAT Health and Safety Officer, Head teacher plus other VIAT staff are aware of their responsibilities with regards to health and safety in line with the Trust Delegated Authority Framework;
- 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, the Statutory Framework for the Early Years Foundation Stage, [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 Trusts Funding Agreement, Articles of Association and Delegated Authority Framework.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

Each school within the Trust has an appointed Head of First Aid¹ whose responsibility is to ensure measures are in place for:

- Taking charge when someone is injured or becomes ill;

¹ Invicta Grammar School (*Senior Assistant Head teacher / Safeguarding lead*); Valley Park School (*Health and Welfare Support Manager*); The Lenham School (*Assistant Head teacher*); Valley Invicta Primaries - *Head Teachers*

First Aid Policy

- 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);
- Keeping their contact details up to date.

All schools have a list of trained First Aiders.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the schools, but the Delegated Authority Framework assigns operational matters and day-to-day tasks to the VIAT Health and Safety Officer, Headteachers 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 aiders 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 Health and Safety Executive (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;
- Ensuring accident reports are completed (see the template) for all incidents they attend to;

First Aid Policy

- Informing the Headteacher or the VIAT Health and Safety Officer² of any specific health conditions or first aid need.

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 treatment³.
- 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 or carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/or carers.
- If emergency services are called, then either reception or student support will contact parents or carers immediately.
- 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.

4.1 B COVID-19 Addendum June 2020

- Where it is not possible to maintain a 2 metre distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made.
- The use of a face mask is recommended and additional use of eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.
- Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after removal of PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is important to avoid self-contamination. Dispose of all PPE by double bagging and store for 72 hours.
- If the injured person is suspected of having COVID-19 take actions as laid out in VIAT COVID-19 RA MAY 2020 document.

² Valley Park School - The Health and Welfare Support Manager.

³ Valley Park School - *The closest member of staff present will assess the seriousness of the injury and if trained as a qualified first aider, if appropriate, will provide the required first aid treatment. If necessary, they will inform the Health and Welfare Support Manager to attend and assist.* The Lenham School - Assistant Headteacher

First Aid Policy

4.2 Off-site procedures (trips etc.)

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

- A school mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Parents' or carers contact details.

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

There will always be at least one first aider on school trips and visits⁴.

5. First aid equipment

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

- A leaflet with general first aid advice.
- Regular, medium and large dressings.
- Sterile eye pad.
- Triangular bandages.
- Adhesive tape.
- Safety pins.
- Disposable gloves.
- Alcohol-free wipes.
- Plasters of assorted sizes.
- Scissors.
- Conforming bandage.
- Burns dressings.
- Resuscitation face shield.
- Foil blanket.

No medication is kept in first aid kits.

First aid kits are to be found in locations around the schools including:

- The medical rooms.
- All science labs.
- All design and technology workshops, food areas and textile rooms.

⁴ Primaries - There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First Aid Policy

- School kitchens/canteens and food dispensary areas.
- Drama departments.
- School vehicles.
- Art department.
- PE offices.
- Student support offices.
- Staff rooms.
- Other teaching areas across school campuses.
- Receptions.

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident form will be completed by the attending first aider 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;
- A copy of the accident report form will be added to the pupil's educational record once viewed by the VIAT Health and Safety Officer where appropriate;
- Records both paper and electronic of incidents/ accidents 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 Health and Safety Executive (HSE)

The VIAT 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 VIAT Health and Safety Officer will assist in reporting these to the HSE 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 scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.

First Aid Policy

- 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 seven 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 from the VIAT Health and Safety Officer.

6.3 Notifying parents or carers

The reception or student support officer⁵ will inform parents or carers 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.

6.4 Reporting to Ofsted and child protection agencies

The Head teacher or VIAT Health and Safety Officer 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.

The Head of First Aid⁶ (Senior Assistant Head Teacher / Designated Safeguarding Lead) also notifies local multi-agency groups, police and social care of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to⁷.

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.

⁵ Valley Park School - The Health and Welfare Support Manager, student support manager or teaching staff concerned.

⁶ The Lenham School - Assistant Head teacher
Primaries - Head Teachers

⁷ Valley Park School - All school staff are expected to undertake first aid training annually if necessary or when their certificates expire.

First Aid Policy

At all times within the Primary schools, at least one member of staff will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every three years.

8. Monitoring arrangements

This policy will be reviewed by the VIAT Health and Safety Officer annually and submitted to the Chief Executive Officer to recommend to the Trust Board.

At every review, the policy will be approved in consultation with the Head Teacher.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy.
- Risk assessment policy.
- Policy on supporting pupils with medical conditions.
- Safeguarding Policy.



First Aid Policy

2. Accident/Incident report (HS157)

Valley Invicta Academies' Trust – Accident/Incident Report **HS157 (April 2018)**

Part A – to be completed by (or on behalf of) each person affected by an accident, incident, occupational disease, violence (actual or threat) **Report No:**

1. Person injured/affected:

name gender: male female

home address age

status:

employee pupil/student visitor client/service user volunteer contractor agency

Complete this section for Trust employees

job title school IGS / VPS /

department

normal work place

5. Accident/Incident Type (please tick one box only)

<input type="checkbox"/> moving/handling of objects	<input type="checkbox"/> hazardous substance	<input type="checkbox"/> road traffic collision
<input type="checkbox"/> moving/handling of persons	<input type="checkbox"/> slip/trip/fall on same level	<input type="checkbox"/> animal contact
<input type="checkbox"/> struck against	<input type="checkbox"/> fall from height	<input type="checkbox"/> hot/cold contact
<input type="checkbox"/> struck by object	<input type="checkbox"/> machinery/equipment	<input type="checkbox"/> ear miss
<input type="checkbox"/> sharp object	<input type="checkbox"/> electrical injury	<input type="checkbox"/> other (tick if no other suitable option)
<input type="checkbox"/> sports/PE	<input type="checkbox"/> awkward movement	
<input type="checkbox"/> violent behaviour	(please complete Box 6 below if you have ticked this box)	

2. Accident/Incident details:

date of incident time of accident incident tok

please tick if off duty premises/site

exact location: (e.g. room number, kitchen)

3. About the accident/incident: what happened? (who was doing what at the time of the incident) Use continuation sheet if necessary.

6. Complete for violent incidents only

Incident details (please tick one box in each section)

Nature of Incident		Nature of Activity	
<input type="checkbox"/> physical assault	<input type="checkbox"/> threats/verbal abuse (includes telephone/written)	<input type="checkbox"/> teaching/assisting	<input type="checkbox"/> personal care
<input type="checkbox"/> self harm	<input type="checkbox"/> property damaged	<input type="checkbox"/> transporting pupil/client	<input type="checkbox"/> client interview
		other (please specify) <input style="width: 100%;" type="text"/>	

Other Factors

was employee working alone? were police involved? was a weapon used?

physical intervention/ restraint? challenging behaviour some form of prejudice

Details of aggressor involved

4. Witnesses name and contact details: Statement(s) attached yes no

Contact tel. no.

Access to confidential information on this form is restricted to authorised parties, including Health and Safety, Insurance, Human Resources and Safety Representatives, for the purposes of monitoring and managing incidents and data. All records are held securely in hard copy or on computer.

7. If injured

What part of the body were affected e.g. head, arm (please say left or right)

if injured, detail injury:

cut/abrasion bruise burn/scald twist/strain

fracture* foreign object

Consequences:

continue work first aid received first aider's name (print)

sent to hospital* if sent to hospital* duration of hospital stay hours sent home

people informed: e.g. next of kin, parent

any other details: (details of first aid should be included here and records kept locally)

8. signature date

if signing on behalf of the affected person please state your:

name position

work address

Thank you.

10. Investigation / follow up

Does this incident need further investigation? Yes No

Investigation form (HS180) to follow? Yes No

Is a referral to Occupational Health required? Yes No

If boxes marked * are ticked, notification to the Health and Safety Executive (HSE) of a RIDDOR accident/incident may be required. (Seek advice from the Health and Safety Officer.)

F2508 (accident/incident) reported to the HSE Yes No

F2508a (occupational diseases) reported to the HSE Yes No

Attach a copy of F2508 / F2508a.

9. What action has been / could be taken to prevent a re-occurrence?

11. (To be completed for Trust employees only) Status of Accident/Incident

Please tick one box in Section 1 and Section 2 if applicable

Section 1	Section 2 (if applicable)
no time lost <input type="checkbox"/>	major injury? <input type="checkbox"/>
less than 1 day lost <input type="checkbox"/>	fatality? <input type="checkbox"/>
1 – 3 days lost <input type="checkbox"/>	disease? <input type="checkbox"/>
4 – 7 days lost <input type="checkbox"/>	dangerous occurrence? <input type="checkbox"/>
over 7 days lost* <input type="checkbox"/>	

A Notice of Sickness Absence Form should also be completed for lost time accidents.

Part B – To be completed by the Health and Safety Officer or Headteacher

9. What action has been / could be taken to prevent a re-occurrence?

12. Manager completing this form

Name (please print):

job title

signed:

date:

First Aid Policy

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)
<i>E.g. first aid</i>			
<i>E.g. pediatrics first aid</i>			
<i>E.g. anaphylaxis</i>			