



**Grange
Academy**

Belong · Believe · Achieve

Article 3: *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*

Article 6: *You have the right to be alive.*

Article 39: *You have the right to help if you've been hurt, neglected or badly treated.*

Article 19: *You have the right to be protected from being hurt and mistreated, in body or mind.*

First Aid Policy

Policy Status: Statutory

Review Cycle: 2 Years

Owner: Angela Morris
Acting Head of School

Date: November 2021

Approved by: Local Governing Body (LGB)

Date: November 2021

Review Date: November 2023

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 LGB Members 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

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.

Roles and responsibilities

Appointed person(s) and first aiders

The school appoints first aiders – see Appendix 1. 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, after an incident (see the template in 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.

The Local Governing Body (LGB)

The LGB has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

The Head of School

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

- Ensuring that an appropriate number of appointed 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 HSE when necessary (see section 6)

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 Head of School or their line manager of any specific health conditions or first aid needs

First aid procedures

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 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 office will contact parents 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

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the person organising the trip 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 visits.

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:

- The medical room
- Reception (at the desk)
- The school hall
- Science Lab
- Design and technology classroom
- Food technology room
- Kitchen
- School vehicles

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the 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 at appendix 2
- A copy of the accident report form will be kept in the accident report book. If serious incident then this will also be added to the pupil's educational record by the relevant member of staff
- 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.

Reporting to the HSE

The relevant member of staff 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 relevant member of staff 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 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>

Notifying parents

The office 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 by an accident slip that is sent home or in more serious cases by telephone.

Reporting to Ofsted and child protection agencies

The Head of School or other SLT 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 School or other SLT will also notify Bedford Borough, CEO of BILTT of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Monitoring arrangements

This policy will be reviewed by the Head of School every 2 years.

At every review, the policy will be approved by the Head of School/LGB.

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

Appendix 1: List of trained first aiders

Staff member's name	Role	Contact details
Miss Janine Ashton-Lewis	Attendance Officer/School Administrator/HR Assistant	janine.ashtonlewis@bilftt.org
Mrs Cheryl Trinder	Exams Officer/Cover Supervisor	cheryl.trinder@bilftt.org
Miss Hannah Langsman	School Administrator	hannah.langsman@bilftt.org
Mrs Nikki Horner	LSA	nikki.horner@bilftt.org
Mrs Natasha Cowell	Teacher	natasha.cowell@bilftt.org
Mrs Carol Gallagher	LSA	carol.gallagher@bilftt.org
Michael Gray	LSA	michael.gray@bilftt.org
Mr Paul Kilcoyne	HLTA	paul.kilcoyne@bilftt.org
Mrs Debbie Norford	LSA	deborah.norford@bilftt.org
Mrs Sarah Poll	Forest School	sarah.poll@bilftt.org
Miss Jade Williams	Forest School	jade.williams@bilftt.org
Ms Shanie Lumsden	Teacher	shanie.lumsden@bilftt.org

Appendix 2: accident report form

Student Accident Form

Organisation:		Site/place:																								
Name of person treated:		Date:	Time:																							
Description of incident (injury/illness):																										
Tick all that apply: <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Allergy/anaphylaxis</td> <td><input type="checkbox"/> Choking incident</td> <td><input type="checkbox"/> Rash</td> <td><input type="checkbox"/> Swelling</td> </tr> <tr> <td><input type="checkbox"/> Abrasion</td> <td><input type="checkbox"/> Diabetic episode/emergency</td> <td><input type="checkbox"/> Seizure</td> <td><input type="checkbox"/> Toothache/loose or missing tooth</td> </tr> <tr> <td><input type="checkbox"/> Asthma/airway sensitivity</td> <td><input type="checkbox"/> Dizziness/light headedness</td> <td><input type="checkbox"/> Splinter</td> <td><input type="checkbox"/> Vomiting/diarrhoea</td> </tr> <tr> <td><input type="checkbox"/> Bleeding</td> <td><input type="checkbox"/> Fainting</td> <td><input type="checkbox"/> Sprain/strain/suspected fracture</td> <td><input type="checkbox"/> Wet/soiled underwear/clothing</td> </tr> <tr> <td><input type="checkbox"/> Bump/bruise</td> <td><input type="checkbox"/> Headache</td> <td><input type="checkbox"/> Stomach pain/upset</td> <td rowspan="2"><input type="checkbox"/> Other (please state):</td> </tr> <tr> <td><input type="checkbox"/> Burn/scald</td> <td><input type="checkbox"/> Poisoning/bite/sting</td> <td><input type="checkbox"/> Suspected condition (e.g. chicken pox, meningitis)</td> </tr> </table>				<input type="checkbox"/> Allergy/anaphylaxis	<input type="checkbox"/> Choking incident	<input type="checkbox"/> Rash	<input type="checkbox"/> Swelling	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Diabetic episode/emergency	<input type="checkbox"/> Seizure	<input type="checkbox"/> Toothache/loose or missing tooth	<input type="checkbox"/> Asthma/airway sensitivity	<input type="checkbox"/> Dizziness/light headedness	<input type="checkbox"/> Splinter	<input type="checkbox"/> Vomiting/diarrhoea	<input type="checkbox"/> Bleeding	<input type="checkbox"/> Fainting	<input type="checkbox"/> Sprain/strain/suspected fracture	<input type="checkbox"/> Wet/soiled underwear/clothing	<input type="checkbox"/> Bump/bruise	<input type="checkbox"/> Headache	<input type="checkbox"/> Stomach pain/upset	<input type="checkbox"/> Other (please state):	<input type="checkbox"/> Burn/scald	<input type="checkbox"/> Poisoning/bite/sting	<input type="checkbox"/> Suspected condition (e.g. chicken pox, meningitis)
<input type="checkbox"/> Allergy/anaphylaxis	<input type="checkbox"/> Choking incident	<input type="checkbox"/> Rash	<input type="checkbox"/> Swelling																							
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Diabetic episode/emergency	<input type="checkbox"/> Seizure	<input type="checkbox"/> Toothache/loose or missing tooth																							
<input type="checkbox"/> Asthma/airway sensitivity	<input type="checkbox"/> Dizziness/light headedness	<input type="checkbox"/> Splinter	<input type="checkbox"/> Vomiting/diarrhoea																							
<input type="checkbox"/> Bleeding	<input type="checkbox"/> Fainting	<input type="checkbox"/> Sprain/strain/suspected fracture	<input type="checkbox"/> Wet/soiled underwear/clothing																							
<input type="checkbox"/> Bump/bruise	<input type="checkbox"/> Headache	<input type="checkbox"/> Stomach pain/upset	<input type="checkbox"/> Other (please state):																							
<input type="checkbox"/> Burn/scald	<input type="checkbox"/> Poisoning/bite/sting	<input type="checkbox"/> Suspected condition (e.g. chicken pox, meningitis)																								
Treatment details:																										
Medical/emergency services contacted?	YES / NO	Details:	Further advice/treatment recommended?																							
What happened afterwards? e.g. parent/carer called, resumed normal activities:		First aider's name:	First aider's signature:																							

FIRST AID RECORD BOOK © First Aid Forms 2014. All rights reserved. www.firstaidforms.co.uk

TO REORDER E: info@firstaidforms.co.uk

Student & Staff Reportable Accident Form



Incident / Accident Report Form

AssessNET reference:
(Provided after entry onto online system)

Location / Directorate / Team: Date of Incident: Time of Incident:
 Where did the incident occur e.g. car park (include address if different to reporting establishment):

Type of Incident (for violence related injuries tick injury option only)
 Was anybody injured (inc. fatality, major / minor injury)?
 Did anybody suffer a work related illness / disease? ← (visit www.hse.gov.uk)
 Was the incident a reportable dangerous occurrence? ← for further information)
 Did the incident involve any damage to property?
 There was no injury or damage, but a near miss occurred.
 Violence was involved in this incident. +see below

How the injury happened and what injuries were sustained

Include:	Describe fully what happened
<ul style="list-style-type: none"> • Type of injury • Apparent Cause • Additional Factors e.g. equipment, chemicals, condition of premises, management or supervision of activity, PPE. • Did the accident arise out of or in connection with a work activity 	
+For violent incidents was it a result of an existing client / pupil medical or behavioural issue: Yes / No	

About the Injured Person (form not to be completed by the injured person)
 Surname: Forename:
 Home Address (including postcode):
 Telephone:
 Occupation of injured person:
 Status of injured person: Employee/ Pupil or Student/ Volunteer/ Client/ Contractor/ Self employed/ Member of Public/ Resident or tenant/ other/ employed by someone else
 Gender: Male / Female Age:
 Signature of injured person (adults only) Date:

First aid

	Yes	No		Yes	No
Taken to hospital from premises			Become unconscious		
Advised to visit GP			Need resuscitation		
Advised to attend A&E			In hospital for 24 hrs +		
Seen by 1st aider [name]			1st aid treatment provided		
What treatment was provided?					

About the person filling in this form: Name:
 Home Address including postcode: (may use c/o establishment address if preferred)
 Occupation:
 Signature: Date:

Follow up actions

	Yes	No	Describe in detail what has been done to reduce risk of re-occurrence where possible
Risk Assessment Reviewed			
Procedures reviewed			
Equipment / premises checked for defects			
Corporate Safety Unit informed			

No. of days injured person was off work
 (only applicable for employees / self employed working at our premises – do not include the day of the incident. If over 7 days reportable under RIDDOR)

The information on this form is correct to the best of my knowledge (must be signed by senior manager/ headteacher)
 Print name: Signature: Job title: Date:

* See inside cover of Accident Book for further information on reporting procedure and RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations)
 +For violent incidents that are not a result of existing medical or behavioural condition you also need to complete the details overleaf



Violent Incident reporting (violent incidents include physical violence, threatening behaviour and verbal abuse)

Location / Directorate / Team: Date of Incident: Time of Incident:
Where did the incident occur e.g. car park (include address if different to reporting establishment):

About the victim

Surname: Forename:
Gender: Male/ Female Age:

About the perpetrator (if known)

Surname: Forename:
Gender: Male / Female Age:
Relationship to victim

About the person filling in this form

Surname: Forename:

About the incident

Date and time of incident:
Type of violence: Physical / Threatening behaviour / Verbal
Weapons/Items/Substance involved:
Injuries sustained: Yes / No
Property damage: Yes / No

Witness

Were there any witnesses:
Yes / No

If yes, is witness statement attached
Yes / No

About the incident

Include:	
Description of Events leading to violent incident	
Corrective action taken e.g. review/ creation of risk assessment/ procedures, ; counselling offered/ provided; address added to High Risk Register	

Root cause (i.e. underlying reason violent incident may have occurred)

.....
.....
.....

Authorities involved

Police Social Services
Medical Health and Safety Executive

Additional Questions

If the police were informed please record the incident no. (if applicable)
.....
Review of work practice and/or security measures required/actioned?
Yes No N/A
Do you believe the violent incident was discriminatory
Race / Religion & Belief / Sex or Sexual orientation / Gender Re-assignment / Disability / Age / Marriage and civil partnership / Pregnancy or Maternity / None of the above

* Please ensure that you have completed information on reverse side of form

Appendix 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>Emergency First Aid at Work</i>	Natasha Cowell	5/3/2021	5/3/2024
<i>Emergency First Aid at Work</i>	Hannah Langsman	5/3/2021	5/3/2024
<i>Emergency Paediatric First Aid</i>	Nikki Horner	10/06/2021	10/06/2024
<i>Emergency First Aid at Work</i>	Michael Gray	26/05/2021	26/05/2024
<i>First Aid at Work</i>	Debbie Norford	13/11/2021	13/11/2024
<i>First Aid at Work</i>	Cheryl Trinder	16/01/2019	16/01/2022
<i>Emergency First Aid at Work</i>	Sarah Poll	12/03/2021	12/03/2024
<i>Emergency First Aid at Work</i>	Jade Williams	12/03/2021	12/03/2024
<i>Emergency First Aid at Work</i>	Carol Gallagher	25/06/2019	25/06/2022
<i>Emergency First Aid at Work</i>	Paul Kilcoyne	9/7/2019	9/7/2022
<i>First Aid at Work</i>	Janine Ashton-Lewis	28/6/2020	9/10/2023
<i>First Aid at Work</i>	Shanie Lumsden	20/05/2021	20/05/2024