STOUR VALE ACADEMY TRUST

FIRST AID POLICY

TRUST MODEL POLICY APPROVED BY TRUST BOARD	**VERSION / DATE**	VERSION 1.2 JUNE 2024
	NEXT VERSION DUE BY	JULY 2027
SCHOOL-SPECIFIC POLICY ADOPTED BY LOCAL GOVERNING BODY	**VERSION / DATE**	VERSION 1.2 JULY 2024
	NEXT VERSION DUE BY	OCTOBER 2027
TRUST MODEL POLICY APPROVED BY TRUST BOARD	**VERSION / DATE**	VERSION 1.2 JUNE 2024
	NEXT VERSION DUE BY	JULY 2027
SCHOOL-SPECIFIC POLICY ADOPTED BY LOCAL GOVERNING BODY	**VERSION / DATE**	VERSION 1.2 JULY 2024
	NEXT VERSION DUE BY	OCTOBER 2027

Contents

1.0 Aims 3
2.0 Legislation and guidance 3
3.0 Roles and responsibilities 3
4.0 First aid procedures 5
5.0 First aid equipment 6
6.0 Record-keeping and reporting 7
7.0 Training and allowances 8
8.0 Monitoring arrangements 9
9.0 Links with other policies 9
Appendix 1: list of lead first aider and trained first aiders 10
Appendix 2: accident report form 12
Appendix 3: first aid training log 14

1.0 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors in Stour Vale member schools and in the Central Team
- Ensure that staff, trustees and members of local governing bodies are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2.0 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 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 the Statutory Framework for the Early Years Foundation Stage from the Department for Education where this applies.
- This policy complies with our funding agreement and articles of association.
- This policy adheres to the principles under data protection law. For further information please review Stour Vale's data protection policy published on the Stour Vale website.

3.0 Roles and responsibilities

In Stour Vale member schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times while EYFS children are on the premises.

In all settings an assessment of first aid needs will be undertaken and reviewed annually in order to ensure a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The assessment will take account of the first aid needs of pupils and other site users.

Section 3.1 below sets out the expectations of first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Lead first aiders and first aiders

The school's lead first aider is a trained first aider who is responsible for:

- Maintaining a record of all first aiders and ensuring their first aid training is current
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Be responsible for organising staff training in first aid, epipen use, defibrillators, Asthma and Epilepsy etc.
- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

In the absence of the Lead First Aider another trained first aider will deputise for them

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) or where specified in schools recording accidents directly onto Parago (online compliance system for accident reporting).
- Keeping their contact details up to date

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

3.2 The Board of Trustees and local governing bodies

Stour Vale Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters in school to the school's local governing body.

The local governing body 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 present in the school at all times, and, in schools with Early Years Foundation Stage provision, that at least one person who has a current paediatric first aid (PFA) certificate on the premises 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, staff and visitors

3.4 The School Business Manager

- Ensuring that the school's staff accident book is maintained
- Ensuring that specified incidents are reported to the Trust using Parago
- Ensuring that any building or other defects observed through an incident are made safe
- Monitor and investigate patterns or trends identified through accident reporting.

3.5 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

4.0 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 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 first aider will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form or record directly onto Parago 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 containing at least:

    - 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 and any relevant medication
- 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 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader 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, and for schools with Early Years Foundation Stage provision there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5.0 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.

The locations of first aid kits in school is shown in Appendix 1.

6.0 Record-keeping and reporting

6.1 First aid and accident record book

- An accident form for pupils and the accident book for staff 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 or the accident will be recorded directly onto Parago by the first aider. The School Business Manager will ensure all paper accident forms are transferred onto Parago in a timely manner.
- 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
- Where appropriate, a copy of the accident report form will also be added to the pupil's educational record.
- 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

Arrangements for making a RIDDOR report are detailed in Appendix 2.

The School Business Manager will be responsible for ensuring that a record is kept 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 School Business Manager will ensure that these are reported via the Trust Business Leader as soon as is reasonably practicable and in any event within 5 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

6.3 Notifying parents

The Headteacher will ensure that parents are informed of any serious accident or injury sustained by their child, and any first aid or medical treatment given, on the same day, or as soon as reasonably practicable.

In primary schools, the Headteacher will make appropriate arrangements to ensure that parents are made aware of any less serious incidents involving younger children.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.0 Training and allowances

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

Lead 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).

Appropriate training:

- Emergency first aid at work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First aid at work training includes the EFAW syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.
- Paediatric First Aid (in Early Years settings) training course will teach those who work with infants or children how to deliver paediatric first aid assistance in an emergency.

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

For schools with Early Years Foundation Stage provision at least one staff member with 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 3 years.

All schools will have a lead first aider who is a trained in first aid at work and is responsible for coordination and record keeping of first aid across the site, as set out in paragraph 3.1 above. The lead first aider will have these duties written into an evaluated job description or will receive a First Aid Allowance.

8.0 Monitoring arrangements

The information in appendices 1 and 3 will be kept under regular review (at least termly) by the lead first aider to ensure that the information is kept up to date. Any changes will be reflected in notices on display and reported to the Headteacher.

This policy will be reviewed every three years.

At every review, the policy will be approved by the Board of Trustees, following consultation with member schools, before being provided to local governing bodies for adoption and the addition of local information in the appendices.

9.0 Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of lead first aider and trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
To Be Confirmed	Lead First Aider	
Amy Glover	First Aider	2689
Angela Apati	First Aider	7794
Karen Bruntnell	First Aider	2769
Tracey Bull	First Aider	7793
Rebecca Burke	First Aider	Lunchtime Duty
Louise Barnsley	First Aider	2698
Karen Francis Chamberlain	First Aider	7794
Cheryl Grimshaw	First Aider	7794
Michelle Junks	First Aider	4349
Amanda Patel	First Aider	2742
Nicola Rowland	First Aider	4334
Gayle Smith	First Aider	Lunchtime Duty
Kimberley Wren	First Aider	After School Club & Medical Room During Lunchtimes
Jessica Aston	First Aider	4349
Kirsty Crowe	First Aider	2769
Maryam Khan	First Aider	4334
Vicky Stevens	First Aider	7793
Sian Millichamp	First Aider	Lunchtime Duty
Gracie O'Driscoll	First Aid	Lunchtime Duty
Tina Quinton	First Aid	2742

First aid kits are stored in:

- The Medical Room (in Mobile)
- Reception (in the Kitchen)
- Staff Room
- Breakfast & After School Club (in the Kitchen)
- Ladybird Room
- The Hub
- Reception Classroom (in the kitchen)
- Year 1 Classroom (in the kitchen)
- Year 4 Classroom

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Riddor reporting

Member schools needing to report injuries, diseases or dangerous occurrences should submit the accident reports through Parago using the staff or pupil escalation form,. The information entered on here will inform the Trust Business Leader if the accident falls under RIDDOR requirements. The Trust's Business Leader will make the RIDDOR report to HSE.

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)
Paediatric First Aid	Angela Apati	05/10/2022	04/10/2025
Paediatric First Aid	Karen Francis-Cahmberlain	05/10/2022	04/10/2025
Paediatric First Aid	Nicola Rowland	05/10/2022	04/10/2025
Paediatric First Aid	Jessica Aston	17/02/2023	16/02/2026
Paediatric First Aid	Karen Bruntnell	24/05/2022	24/05/2025
Paediatric First Aid	Tracey Bull	10/05/2024	10/05/2027
Paediatric First Aid	Kirsty Crowe	26/07/2022	26/07/2025
Paediatric First Aid	Michelle Jinks	24/05/2022	24/05/2025
Paediatric First Aid	Maryam Khan	21/11/2023	21/11/2026
Paediatric First Aid	Amandas Patel	10/05/2024	10/05/2027
Paediatric First Aid	Tina Quinton	10/05/2024	10/05/2027
Paediatric First Aid	Vicki Stevens	21/11/2023	21/11/2026
Paediatric First Aid	Cheryl Grimshaw	10/05/2024	10/05/2027
Paediatric First Aid	Rebecca Burke	17/05/2022	17/05/2025
Paediatric First Aid	Gayle Smith	17/05/2022	17/05/2025
Paediatric First Aid	Sian Millichamp	21/11/2023	21/11/2026
Paediatric First Aid	Gracie O'Driscoll	21/11/2023	21/11/2026
Paediatric First Aid	Lisa Priest	21/11/2023	21/11/2026
Paediatric First Aid	Kim Wren	24/05/2022	24/05/2025
First Aid At Work	Amy Glover	16/06/2022	16/06/2025
First Aid At Work	Elizabeth Bond	15/01/2024	15/01/2027