First aid policy

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Version Control since July 2021

Version	Date of Change/Adopted	Reviewed by	Reason for change
1.0	July 2021	R Banks	New document
1.1	October 2022	R Banks/Jill Bainton	KCSIE update
1.2	October 2023	R Banks/Jill Bainton	Reviewed to reflect school practices
1.3	October 2024	J Sloane/R Banks	Updated First Aiders
1.4	September 2025	J Sloane/R Banks	Updated First Aiders to reflect Big Red and the Pavillion
1.5	September 2026	R Banks / T Banks	Updated first aiders and legislations

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1. Introduction

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and the Advisory Board 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 and guidance:

- The **Health and Safety (First Aid) Regulations 1981**, which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered to employees.
- The **Management of Health and Safety at Work Regulations 1999**, which require employers to carry out suitable and sufficient risk assessments and make appropriate arrangements for the effective planning, organisation, control, monitoring and review of health and safety measures.
- The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which set out requirements for reporting certain work-related injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE).
- The **Social Security (Claims and Payments) Regulations 1979**, which include requirements relating to the retention of accident records.
- The **Education (Independent School Standards) Regulations 2014**, as applicable, including requirements relating to the provision of suitable accommodation for medical examination and treatment.
- **Supporting pupils with medical conditions at school** – Department for Education statutory guidance.
- **Allergy Safety in Schools** – Department for Education statutory guidance and associated guidance, including arrangements for allergy management, staff training, Individual Healthcare Plans, emergency medication and the recording and learning from serious incidents and near misses.
- **Children and Families Act 2014**, including requirements relating to arrangements for supporting pupils with medical conditions, where applicable.
- Phoenix Bay School **Health and Safety Policy**.
- Phoenix Bay School **Allergy Management Policy**.
- Phoenix Bay School **Supporting Students with Medical Conditions Policy**.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aiders are:
Ben Miller – DSL
Katie Sloane – Teacher
Abi Griffiths – Administrator
Bryony Lowis – Administrator
Sam Sampson – Wellbeing Mentor
Alanah Dorling Unqualified Teacher
Teegan Banks – Assistant Business Manager
Joy Preece – mental Health Lead

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 students/staff home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Being aware of the school's arrangements for responding to severe allergic reactions and knowing where emergency medication, including adrenaline auto-injectors where applicable, is stored and how to access appropriate assistance.
- Following the school's Allergy Management Policy and Individual Healthcare Plans when responding to an allergic reaction.

Phoenix Bay school's first aiders names will also be displayed prominently around the school.

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 students
- 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
- Ensuring they know who the first aiders in school are-there are lists of first aiders in medical room, staff room and communal areas
- Completing accident reports on CPOMS for all incidents they attend to where a first aider is not called
- Informing the Principal of any specific health conditions or first aid needs
- Ensuring they are aware of students with identified medical conditions and allergies relevant to their role and know where to access the appropriate Individual Healthcare Plan and emergency procedures.
- Following the school's Allergy Management Policy and any Individual Healthcare Plan when responding to a student's medical condition or allergic reaction.
- Reporting serious allergic reactions and near misses in accordance with the school's procedures.

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 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 student 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 Principal will contact Parents/Carers immediately
- The first aider will complete an accident report (Assure) form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.1.1 Allergic reactions and anaphylaxis

Where a student or member of staff is experiencing a suspected severe allergic reaction or anaphylaxis, staff must follow the school's **Allergy Management Policy** and the individual's **Individual Healthcare Plan**, where applicable.

- Emergency assistance must be summoned immediately.
- Where the individual has prescribed adrenaline, trained staff should follow the individual's emergency medication plan and administer the medication in accordance with the agreed procedure.
- Emergency services must be contacted where a severe allergic reaction or anaphylaxis is suspected.
- A second adrenaline auto-injector should be administered where clinically indicated and in accordance with the individual's emergency plan.
- The individual should not be left alone.
- Parents/carers should be contacted in accordance with the school's medical emergency procedures.
- The incident must be recorded and reviewed in accordance with the school's accident, medical and allergy reporting procedures.

The school's **Allergy Management Policy** contains the detailed arrangements for allergy identification, risk reduction, Individual Healthcare Plans, staff training, emergency medication, emergency response and recording of incidents and near misses.

4.2 Off-site procedures

When taking students 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 students
- Parents/Carers contact details
  Risk assessments will be completed by the Principal prior to any educational visit that necessitates taking students off school premises.
- There will always be at least one 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.

Emergency medication, including adrenaline auto-injectors, inhalers and other prescribed medication, is stored and managed in accordance with the school's Allergy Management Policy, Supporting Students with Medical Conditions Policy and individual healthcare plans. Emergency medication must be readily accessible when required.

First aid kit is stored in:

- The first aid room (Pavillion)
- Travel kit (Pavillion)
- The kitchen (Big Red)

6. Record-keeping and reporting

6.1 First aid and accident records

- An online accident form will be completed on CPOMS and Assure by the first aider on the same day or as soon as reasonably practicable after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including the information required by the accident reporting form.
- Accident and first aid records will be retained securely in accordance with the school's record retention arrangements and applicable legislation.
- Where an incident is reportable under RIDDOR, the required RIDDOR record will be retained in accordance with HSE requirements.

6.2 Reporting to the HSE

The Chief Operations Officer, Jacqui Sloane 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). All incidents will be reported on Assure.

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)
- An accident involving a person who is not at work where the accident arises from a work activity, results in an injury and the person is taken directly from the scene to hospital for treatment.

Dangerous occurrences

Certain dangerous occurrences must be reported under RIDDOR even where no one is injured. These include specified events such as:

- The collapse or failure of load-bearing parts of lifting equipment where the circumstances meet the RIDDOR criteria.
- The accidental release or escape of a substance or biological agent where the circumstances meet the RIDDOR criteria.
- Certain electrical short circuits or overloads which cause fire or explosion.

The school will also record and investigate appropriate **near misses** through its internal incident reporting arrangements, even where the incident is not reportable under RIDDOR.

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

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 on staff training matrix

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