



Shireland Collegiate Academy Trust

First Aid Policy

Committee and Date Approved	Trust Board – Summer 2024
Category	Statutory
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Policy Availability	Trust Website
Officer Responsible	SEND Director

The Trust, all Academies within the Trust, and Shireland Learning Limited must comply with this policy.

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Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, students, and visitors.
- Ensure that staff and governors are aware of their responsibilities regarding health and safety.
- Provide a framework for recording and reporting the outcomes of incidents.

Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

:

- [The Health and Safety \(First Aid\) Regulations 1981](#) states 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](#) requires employers to assess the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#) requires 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](#) states 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](#) sets out rules on the retention of accident records.
- [The Education \(Independent School Standards\) Regulations 2014](#), require that suitable space is provided to cater to the medical and therapy needs of pupils.

Roles and Responsibilities

Appointed Person(s) for First Aid

The Appointed Person(s) for First Aid has the following responsibilities:

- 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.

- 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.
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

The Trust Board

The Trust Board has ultimate responsibility for health and safety matters across the Trust, but delegates operational matters and day-to-day tasks to the principal and staff members.

The Principal

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

- Ensuring that there are an appropriate number of Appointed Person(s) for First Aid within the Academy.
- Ensuring that Appointed Person(s) for First Aid has an appropriate qualification, keeps training up to date, and remains competent to perform their role.
- Ensuring that 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.

Academy staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the Appointed Person(s) for First Aid are within the Academy.
- Completing an accident report for all incidents they attend to where the Appointed Person(s) for First Aid is not called.
- Informing the Principal or their line manager of any specific health conditions or first aid needs.

Record-Keeping and Reporting

First aid and accident record log

- Accidents and administered first aid will be logged as soon as reasonably possible after an incident resulting in an injury.
- Records held within the log will be retained by the school for a minimum period of 3 years, in accordance with the Regulation 25 of the Social Security (Claims and Payments) Regulation 1979.
- Please see the Retention Schedule with the S-CAT Data Protection Policy which defines the differences between retaining information for adults and children.

Reporting to the Health and Safety Executive (HSE)

Academies will keep a record of any accidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6, and 7). Accidents of this nature will be reported to the HSE as soon as reasonably practicable and in any event within 10 days of the incident.

School staff: 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). These type of injuries will be reported to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach

- Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences:

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

Parents will be informed of any accident or injury sustained by their child, and any first aid treatment given, on the same day, or as soon as reasonably possible.

Reporting to Ofsted and child protection agencies

Ofsted will be notified of any serious accident, illness, or injury to, or death of, a pupil while in the Academy’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Any relevant child protection agencies will be notified of any serious accident or injury to, or the death of, a pupil while in the Academy’s care.

Training

The Appointed Person(s) for First Aid must have completed a training course and must hold a valid certificate of competence to show this. Academies will keep a register of all trained Appointed Person(s) for First Aid, what training they have received and when this is valid until.

At all times within Academies with an Early Years Foundation Stage (EYFS), at least one staff member will have a current pediatric first aid (PFA) certificate which meets the requirements set out in the EYFS statutory framework and is updated at least every 3 years.