

First Aid Policy

Version Control				
Version	Date	Agent	Summary of changes	Review Date
1	July 2018	SLT	Policy Creation and Publication	July 2019
2	July 2019	SLT	Annual Review - No changes	August 2020
3	March 2020	SLT	Added Names of First Aiders	August2021
4	August 2021	SLT	Annual Review – Updated Staff List	August 2022
5	August 2022	SLT	Annual Review – Updated Staff List	August 2023
6	March 2023	SLT	Annual Review - Updated Staff List	August 2024

First Aid Policy

The Health & Safety (First Aid) Regulations 1981 require employers to provide trained people, equipment etc, to deal with First Aid emergencies and ill health occurring at work. This policy outlines Castles Education's responsibility to provide adequate and appropriate first aid to learners, staff and visitors and the procedures in place to meet that responsibility.

Castles Education recognises that First Aid can save lives and prevent minor injuries beginning major ones.

Aims:

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the premises and also off the premises whilst on visits.

Objectives:

- To appoint the appropriate number of suitably trained people as Appointed Persons and First aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources.
- To keep accurate records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Health & Safety Officer is responsible for the Health & Safety of the staff, learners, and anyone else on the premises. They must ensure that a risk assessment of Castles Education is undertaken and that the appointments, training and resources for the first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The School Lead is responsible for putting the policy into practice and for developing detailed procedures. All staff are expected to do all they can to secure the welfare of the learners.

The role of a member of staff discovering a serious injury or illness is to make contact with the First Aider/ Appointed Person and when necessary take charge until qualified assistance is available.

Qualified First Aiders:

Sarah Storrs (Lead)

Toni Richardson (Lead)

Sam Graham

Sam Cohen

Mikah Richmond

Jodie Potts

Derek Ward

Daria Waligorska

Megan Taylor

Steve Cooper

Alan Searle

Andrew Briggs

First Aid Materials:

The Health & Safety Officer must ensure that the appropriate number of first aid containers, according to the risk assessment of the school are available and that:

- All first aid containers must be marked with a white cross on a green background.
- First aid kit is checked monthly and restocked when needed.
- Items are discarded safely after the expiry date has passed.

Location of First Aid boxes:

- Each vehicle
- Main office
- Medical room
- Kitchen

RECORD KEEPING**First aid and accident report record book:**

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time a call to parents/guardians is made if there has been a slight head injury
- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

Reporting to the HSE:

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

Notifying Parents:

The class teacher or teaching assistant 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.

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 local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.