



# **The Stables Independent School**

## **First Aid Policy**

**This policy was reviewed and approved by the Proprietors in the Spring Term 2024.**

**It will be reviewed annually and approved by the Proprietors.**



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### 1.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 proprietors 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
- Provide a framework for staff training to ensure they are able to respond appropriately

### 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:

- [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

### **3.Roles and responsibilities**

#### **3.1 First aiders**

The school's first aiders are listed in Appendix 1. Their names will be displayed prominently around the school. They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Filling in a First Aid report on CPOMS on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

#### **3.4 The Headteacher**

The Headteacher 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 to minimise risk
- 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)

### **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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher of any specific health conditions or first aid needs

## **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 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 School Administrator will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury or requiring a first aid response – reports of first aid for pupils will be recorded on CPOMS.



## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A 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 Visit Leader/EVC 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.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Conforming bandage
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Eye wash
- Face shields
- Foil blanket
- Wound dressings (large and medium)

No medication is kept in first aid kits. All kits will be checked regularly by an allocated teaching assistant.

First aid kits are stored in:

- The medical room (in The Barn)
- The log cabin classrooms



- The school photocopier room
- School vehicle
- A portable kit in the school office
- The school kitchen
- The Hub Workshop

## **6.Record-keeping and reporting**

### **6.1 First aid and accident recording**

- An accident/injury report for pupils will be recorded on the SharePoint by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury and that member of staff will contact parents/carers to inform them of the accident and any first aid administered (see form example Appendix 2)
- Pupil first aid and incident reports will be recorded on CPOMS – electrical reporting system
- Accident/Injury reports for staff and visitors will be recorded on the SharePoint (see form example Appendix 2)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by the School Office Manager
- Records held on the first aid and accident report forms 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**

The School Office Manager 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 School Office Manager 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>

### **6.3 Notifying parents**

A **Parent** is defined in [Section 576, Education Act 1996](#) as:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who has care of a child (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of their relationship),

**and by Clover Childcare Services as:**

- the primary carer for the child placed at The Stables; this includes foster carers and residential carers.

The School Office Manager 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. The daily debrief meeting will record which staff inform parents and when.



#### **6.4 Reporting to Ofsted and child protection agencies**

The School Office Manager 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 Virtual School of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **7. Training**

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 will renew their first aid training before the expiration date of their current certification.

#### **8. Monitoring arrangements**

This policy will be reviewed by the Proprietors every year.

#### **9. 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 |
|----------------------|------------------------|-----------------|
| Francesca Bennett    | Teaching Assistant     | 01692 581467    |
| Alix Butler          | Teacher                | as above        |
| Chris Drohan         | Teaching Assistant     | as above        |
| Richard Endall       | Consultant             | as above        |
| Kerenza Henley-Welch | Teaching Assistant     | as above        |
| Sue O'Malley         | Education Co-Ordinator | as above        |
| Duncan Payne         | Teacher                | as above        |
| Sarah Porter         | Headteacher            | as above        |
| Diana Rackham        | Teacher                | as above        |
| Arwen Spencer        | Teaching Assistant     | as above        |
| Chrissie Ward        | Teaching Assistant     | as above        |

## Appendix 2: Incident/Injury report form



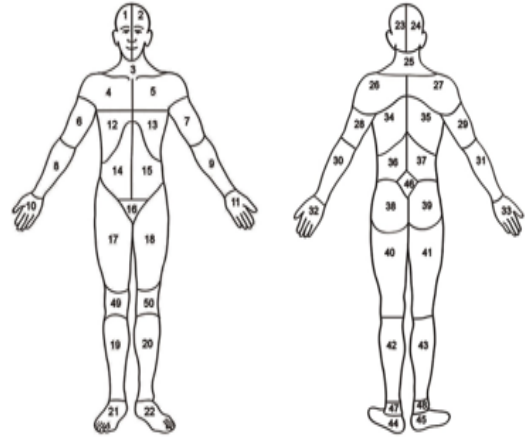
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*ACCIDENT/INJURY REPORT For Staff/Visitors/Volunteers or Student in the event that a first aider was not present.*

|                                                                                                                                                              |  |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|
| Name of injured person:                                                                                                                                      |  | Date: <a href="#">Click here to enter a date.</a>                        |
| Address:                                                                                                                                                     |  | Time: Choose an item. Choose an item.                                    |
| Location: <i>(specific)</i>                                                                                                                                  |  | Linked to RPI: Choose an item.<br><br>If YES RPI Date & pupils initials: |
| Type of incident: (Accident or Injury)                                                                                                                       |  |                                                                          |
| Details of incident                                                                                                                                          |  |                                                                          |
| Details of injury sustained (complete body map on page 2)                                                                                                    |  |                                                                          |
| Details of treatment or first aid given                                                                                                                      |  |                                                                          |
| About the person filling in this report:<br>Name (if different from above):<br>Address:<br>Signature _____ Date: <a href="#">Click here to enter a date.</a> |  |                                                                          |
| Outcome or any follow up needed?                                                                                                                             |  |                                                                          |
| Manager's Comments                                                                                                                                           |  |                                                                          |
| Sign: _____                                                                                                                                                  |  | Date: <a href="#">Click here to enter a date.</a>                        |



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Please mark the body map to show the site of injury/injuries and use the following key to describe them -

- S – Scratch
- B – Burn
- BR – Bruise
- SW – Swelling
- D – Dislocation
- SP – Sprain
- F – Fracture
- BI – Bite
- L – Ligature marks
- R – Redness or discolouration
- G – Graze
- C – Cut

### Appendix 3: First aid training log

| <b>Name/type of training</b> | <b>Staff who attended (individual staff members or groups)</b> | <b>Date attended</b> | <b>Date for training to be updated (where applicable)</b> |
|------------------------------|----------------------------------------------------------------|----------------------|-----------------------------------------------------------|
| First Aid at Work            | Francesca Bennett                                              | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Alix Butler                                                    | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Chris Drohan                                                   | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Richard Endall                                                 | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Sue O'Malley                                                   | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Diana Rackham                                                  | 03/01/2022           | 03/01/2025                                                |
| First Aid at Work            | Kerenza Henley-Welch                                           | 12/10/2022           | 12/10/2025                                                |
| First Aid at Work            | Duncan Payne                                                   | 12/10/2022           | 12/10/2025                                                |
| First Aid at Work            | Sarah Porter                                                   | 12/10/2022           | 12/10/2025                                                |
| First Aid at Work            | Arwen Spencer                                                  | 12/10/2022           | 12/10/2025                                                |
| First Aid at Work            | Chrissie Ward                                                  | 12/10/2022           | 12/10/2025                                                |