



Grays Convent

HIGH SCHOOL

First Aid Policy

**This Policy was adopted by the Governing Body Summer 2021 and amended and reviewed by RIG on 22nd January 2024
This Policy will be reviewed annually.**

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MISSION STATEMENT

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

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 governors 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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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
- <https://www.legislation.gov.uk/ukxi/1999/3242/contents/made#:~:text=The%20Managemen%20of%20Health%20and%20Safety%20at%20Work,service%2010%20Information%20for%20employees%20More%20items...%20>
- [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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Carol Smith / Sue Byrne. 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 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). They keep a Medical Book in the Medical Room listing the names of everyone who comes for treatment, and an Accident Book containing Accident reports is kept in Reception.
- Keeping their contact details up to date

Our school's [appointed person(s) and/or first aiders] are listed in appendix 1. Their names will also be displayed prominently around the school.e.g. Staff Room and Reception.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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 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 (see appendix 2) for all incidents they attend to where a [first aider/appointed person] is not called
- Informing the headteacher or their manager 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:

- In the first instance, the member of staff on scene will send a pupil to Reception. Reception will summon a First Aider to attend to the casualty, assess their injury, and provide any first aid treatment that is required. The casualty should remain where they are. The First aider will decide if further assistance is needed from a colleague or from 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 office staff 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

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

Administration of Medicines - written instructions from parents/carers should be provided before medicines are administered in school.

If a pupil refuses her medication the pupil's parents/carers will be informed.

RE: ADMINISTRATION OF PARACETAMOL procedure

Due to a recent change in legislation it is now a requirement by law that we do not supply Paracetamol to students without written permission from the parent/carer. Parents are asked in advance to complete a Paracetamol Medication Permission Form indicating consent to the school giving Paracetamol in the event of a minor ailment e.g. headache, toothache etc., so that the student is able to continue comfortably and with as little disruption to their school day as is possible.

A courtesy e-mail will be sent to the e-mail address that we have on file to inform parents that medication has been taken. In the event that an e-mail address has not been supplied a telephone call will be made.

If parents would still like to receive a telephone call prior to the medication being issued, they can indicate this on the form.

If the treatment is going to be continuous and medication is needed for more than two consecutive days, parents will need to complete an additional form and the medication must have an appropriate pharmaceutical label on giving clear instructions of dosage.

If at any time there is a change of circumstance parents must inform the First Aid Office in writing. In the event that the permission slip is not received, Paracetamol will not be given under any circumstance.

Prescription medicines need to be fully labelled by parents/carers, stored at appropriate temperatures and kept in the medical room.

Non-prescription medicines will not be provided for staff or students.

4.2 Off-site procedures

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

- A mobile phone. This could be the school mobile phone or their own mobile phone. The number must be correctly listed on the trip risk assessment form so that the trip leader can be contacted by the school.
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. Risk assessments are given to the SLT PA and entered on to Evolve.

Ideally, there will always be at least 1 first aider on school trips and visits. If this is not possible, trip leaders will need to have risk assessed and know what to do in the case of an emergency.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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
- Finger sterile dressing
- Resuscitation face shield
- Foil blanket

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical room
- Reception (at the desk)
- The Site Manager's Office
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Art Room
- P.E. Office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form 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
- 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
- A copy of the accident report form will also be added to the pupil's educational record by the school office staff.

- Retention of records:
 - Records held in the first aid and accident book will be retained by the school as below in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

5.4.4	Medical Logs (Records of administering first aid or agreed regular medication)	Yes		If not added to the Pupil Record, record in year groups to support retention in line with the Pupil Record
2.4.4b	Accident Reporting Children	Yes	Social Security (Claims and Payments) Regulations 1979	DOB of the child + 25 years

6.2 Reporting to the HSE

The Assistant Headteacher (H&S) 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 Assistant Headteacher (H&S) 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 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

HSE advice on reporting:

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

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

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

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>

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 (see appendix 1).

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

8. Monitoring arrangements

This policy will be reviewed by the Assistant Headteacher (H&S) every 3 years.

At every review, the policy will be approved by the RIG Committee

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Critical Incident Policy
- Medical conditions policy
- Hazardous Substances Policy

Appendix 1 - First Aid Team (January 2024)

First Aid Team (Updated January 2024)

Name	Type of course	Expiry Date
Mrs K Wells	1 day	25/05/24
Mrs C Smith	1 day	25/05/24
Mrs Y Collier	1 day	25/05/24
Mrs A Goddard	1 day	25/05/24
Mr B Woodburn	1 day	25/05/24
Mrs L Harmani	1 day	24/11/24
Miss S Franklin	1 day	03/12/24
Mr J Clark	1 day	02/02/25
Mrs S Brown	1 day	02/02/25
Miss M Coughlan	2 day-Level 2 Outdoor/EFAW	29/03/25
Mrs S Maunze	1 day	22/04/25
Mr R Mvududu	1 day	06/07/25
Mrs Z Bailey	3 day	17/11/25
Ms L Caruana	1 day	18/01/26
Mr I Mackillican	1 day	08/03/26
Mrs K Bialek	3 day	01/06/26
Mrs M Lloyd Dhesi	1 day	20/09/26

Awaiting re-qualification :

Mrs C Beck	1 day	09/03/23
Mrs S Byrne	1 day	09/03/23

Appendix 2a - ACCIDENT REPORT FORM FOR STAFF

NAME	
ROLE	
DATE OF ACCIDENT	
TIME OF ACCIDENT	
ROOM/AREA IN WHICH ACCIDENT OCCURED	
NATURE OF ACCIDENT	
TIME TAKEN TO HOSPITAL OR SENT HOME (if applicable)	
TREATMENT (if applicable)	
DATES OF DAY(S) OFF WORK	<p>.....</p> <p>Signed: Date:</p>

Return to: Mr P O’Hanlon, Assistant Headteacher

Appendix 2b - ACCIDENT REPORT FORM FOR STUDENTS

<p>STUDENT'S NAME / FORM CLASS</p>	
<p>DATE OF INCIDENT</p>	
<p>TIME OF INCIDENT</p>	
<p>ROOM/AREA IN WHICH INCIDENT OCCURED</p>	
<p>NATURE OF INCIDENT</p>	
<p>ACTION TAKEN IF ANY</p>	
<p>ANY OTHER COMMENTS</p>	
<p>TEACHER IN CHARGE</p>	<p>PRINT NAME</p> <p>Signed: Date:</p>

Return to: Mr P O'Hanlon, Assistant Headteacher

Appendix 2c - ACCIDENT REPORT FORM FOR VISITORS

NAME	
ROLE	
WHO WERE YOU VISITING	
DATE OF ACCIDENT	
TIME OF ACCIDENT	
ROOM/AREA IN WHICH ACCIDENT OCCURED	
NATURE OF ACCIDENT	
TIME TAKEN TO HOSPITAL OR SENT HOME (if applicable)	
WHICH HOSPITAL? (if applicable)	
TREATMENT (if applicable)	
DATES OF DAY(S) OFF WORK	<p>.....</p> <p>Signed: Date:</p>

Return to: Mr P O’Hanlon, Assistant Headteacher