



SARACENS
HIGH SCHOOL

FIRST AID POLICY

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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 governing body 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. Roles and responsibilities

2.1 Appointed person(s) and first aiders

The school's appointed person is the Trust/School Business Manager. 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 the Medical Log Google Document (appendix 1) on the same day, or as soon as is reasonably practicable, after an incident, including noting, where appropriate, on a diagram, where the injury is located on the body (appendix 2)
- Keeping their contact details up to date

The names of our school's first aiders are displayed prominently around the school.

2.2 Saracens multi-academy trust and the local governing bodies

Saracens Multi-Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the schools' governing bodies.

The governing body delegates operational matters and day-to-day tasks to the Principal and staff members.

2.3 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 and on all school trips
- 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)

2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the Medical Log for all incidents they attend to where a first aider is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 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, a member of administration staff will contact parents immediately
- The first aider or relevant member of staff will complete the medical log on the same day or as soon as is reasonably practical after an incident resulting in an injury including noting, where appropriate, on a diagram, where the injury is located on the body

3.2 Off-site procedures

When taking pupils 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 pupils

- Parents'/Carers' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

4. First aid equipment

A typical first aid kit in our school will include:

- 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.

First aid kits are stored in the reception and at strategic points around the school, including science labs, design and technology classrooms, PE changing rooms and school vehicles. Notices stating the location of first aid kits are displayed around the building.

A nominated first aider checks the contents of first aid kits half termly and this check is recorded by the Trust Business Manager.

5. Record-keeping and reporting

5.1 First aid and medical log

- the medical log 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
- Where the emergency services were called, a copy of the medical log will also be added to the pupil's educational record by a member of the administration team
- Records held in the medical log 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

5.2 Reporting to the HSE

The Trust Business 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 Trust Business 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. All RIDDOR reportable accidents will be notified to the Local Governing Body.

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>

5.3 Notifying parents

A member of teaching or support staff 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. A diagram showing where the injury is located on the pupil's body will be provided, where appropriate.

5.4 Reporting to Ofsted and child protection agencies

The Trust Business Manager or Principal 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 Trust Business Manager or Principal will also notify Barnet Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. 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. The school will keep a register of all trained first aiders, what training they have received, and when this expires (see appendix 3).

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

7. Monitoring arrangements

This policy will be reviewed by the Trust Business Manager every two years.

At every review, the policy will be approved by the governing body.

8. Links with other policies

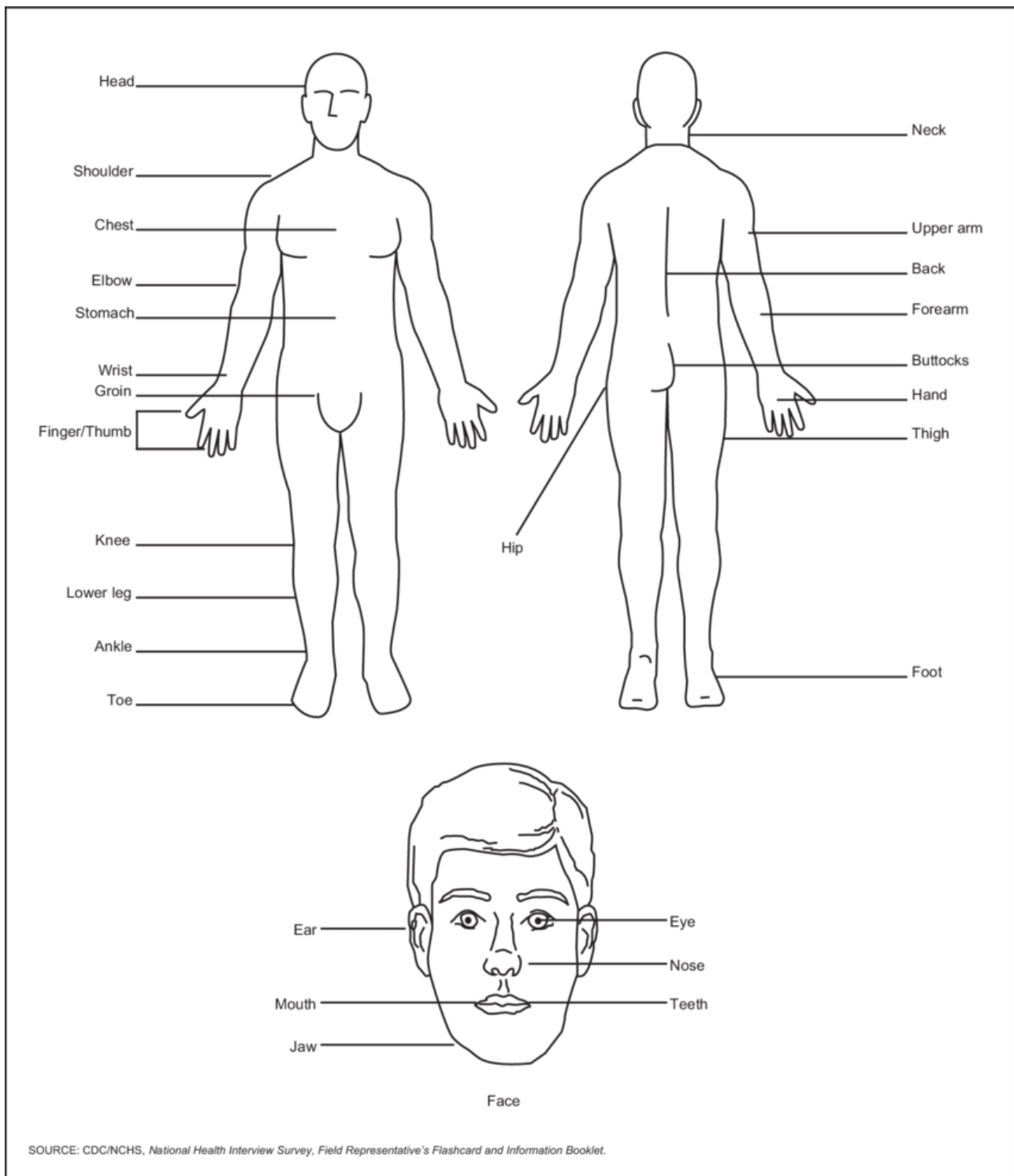
This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

1. Appendix 1: Medical log

Date	Time	Name	Tutor Group	What happened	Steps taken	Follow up required	Member of staff dealing with

2. Appendix 2: Injuries to the body



3. Appendix 2: First aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
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<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			