



## FIRST AID POLICY

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Saracens High School  
Corner Mead, NW9 4AS

## Contents

1.	Aims .....	3
2.	Roles and responsibilities.....	3
2.1	Appointed person(s) and First Aiders.....	3
2.2	Saracens Multi-Academy Trust and the Local Governing Bodies .....	3
2.3	The Principal .....	4
2.2	Off-site procedures .....	4
3.	First aid equipment.....	4
4.	Record-keeping and reporting .....	5
4.1	First aid and Medical Tracker.....	5
4.2	Reporting to the HSE .....	5
4.3	Notifying parents .....	6
4.4	Reporting to Ofsted and child protection agencies.....	6
5.	Training .....	6
6.	Monitoring arrangements.....	6
7.	Links with other policies.....	6
<hr/> <u>Appendix 1: Medical Tracker .....</u>		7

## **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

## **Roles and responsibilities**

### **2.1 Appointed person(s) and First Aiders**

The school's appointed person is the School Operations 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

The Welfare Administrator and 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 Medical Tracker (appendix 1) on the same day, or as soon as is reasonably practicable, after an incident, including noting, where appropriate, where the injury is located on the body
- 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 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) are called, a member of Administration staff will contact parents immediately
- The First Aider or relevant member of staff will complete Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury including noting, where appropriate, where the injury is located on the body

## 2.2 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 and prescribed medication
- 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.

## 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 First Aid Room 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 Operations Manager.

## **Record-keeping and reporting**

### **4.1 First aid and Medical Tracker**

- Medical Tracker 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, it will be recorded in Medical Tracker

### **4.2 Reporting to the HSE**

The CFOO 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 CFOO 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

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>

### **4.3 Notifying parents**

The Welfare Administrator, a member of teaching staff 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.

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

The CFOO 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 CFOO 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.

## **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, on Medical Tracker.

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

## **Monitoring arrangements**

This policy will be reviewed by the CFOO every two years.

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

## **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: Medical Tracker

The screenshot displays the Saracens High School Medical Tracker interface. At the top, a dark blue navigation bar contains the following menu items: Saracens High School, Students, Staff, Medication Use, Medication Expiry, Medical Conditions, Incidents, and Reports. The main content area is titled "Incidents" and features a list of incident categories on the left, each with a funnel icon and a count of 0. A "New incident" dropdown menu is open, showing a list of incident types. The main content area is currently empty, displaying the text "An incident-free day" and a subtext "You can sort, search, and filter to find what you need and hide what you don't."

Category	Count
All	0
Injury	0
Bumps & Scrapes	0
Illness	0
Near Miss	0
Staff & Visitors	0
RIDDOR	0
Notifiable Diseases	0
Accident Investigation	0
Intimate Care	0
Mental Health	0

**New incident** ▾ Useful links ▾

- Injury
- Bumps & Scrapes
- Illness
- Near miss
- Staff / Visitor
- Notifiable diseases
- Intimate care
- Mental Health

An incident-free day

You can sort, search, and filter to find what you need and hide what you don't.

