

Milestone Academy

First Aid Policy

Written By: Faye Warman

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Next review due by: May 2025

1. Aims

The aims of the 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 the [Statutory Framework for the Early Years Foundation Stage](#), 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

- The school's appointed person is the Student Services and Safety Lead
- All First Aiders are responsible for providing first aid. There are a number of staff trained to provide First Aid within each phase and across satellites. They will take charge, make decisions etc. when providing first aid or when first aid is needed.

- Members of the school health team are also first aid trained and can also assist with first aid. The health team ensure there is an adequate supply of medical materials in first aid kits, and replenish the contents of these kits as required
- Any staff member can decide to call an ambulance if needed e.g. First Aiders, class teams trained and competent to deliver children's emergency plans, health team. Senior leaders must be informed if an ambulance is called.

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
- Completing a first aid form on the Google drive which all first aiders have access to
- Keeping their contact details up to date

Names of current first aiders will be displayed prominently around the school and they are recognised by wearing a green Milestone Academy lanyard.

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 Principal and staff members.

3.4 The Principal

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

- Ensuring that an appropriate number of 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)
- The Principal will delegate the ongoing staff training to the CPD Leader

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 on SchoolPod for all incidents they attend to where a first aider/appointed person is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs
- First Aiders will ensure that all information regarding any first aid incident is kept confidential, to themselves and the Academy

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, or a School Healthcare Assistant if deemed necessary, who will provide the required first aid treatment
- The first aider or School Healthcare Assistant, 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 School Healthcare Assistant or first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the School Healthcare Assistant or 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 School Healthcare Assistant or first aider will recommend next steps to the parents
- If emergency services are called, the School Healthcare Assistant or first aider will contact parents immediately or ask an appropriate person to do this
- The first aider/relevant member of staff will complete an accident report form on SchoolPod on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises (unless within walking distance of the Academy), staff will ensure they always have the following:

- A portable first aid kit
- The class copy of the pupils' Individual Healthcare Plan
- Parents' contact details

- A working mobile phone, number to be left with reception

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

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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

No medication is kept in first aid kits. First aid kits are checked regularly and restocked as necessary by a member of the Healthcare Assistant team.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- School vehicles
- Each phase

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed on SchoolPod 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

- 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, and then securely disposed of

6.2 Reporting to the HSE

LAT Central Services will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence to either adults or pupils as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

LAT Central Services will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 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

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.

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

At all times, in the Early Years setting, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Principal every 2 years.

At every review, the policy will be approved by the Principal and Chair of the governing board.

9. Links with other policies

This first aid policy is linked to the

- Supporting Pupils with Medical Conditions Policy