

Children of Success Schools Trust

First Aid Policy

Key Changes/ Updates	Updated in line with DfE and HSE guidance • First aid on trips and offsite activities • Reporting to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 • Appendix 1 – Contents of first aid boxes • Appendices 3 and 4 – list of first aiders
Scheme of delegation	Finance and General Purposes Committee
Review by FGPC	April 2020
Approved by FGPC	March 2023
Next Review	February 2024
Approved by FGPC	May 2024
Next Review	Spring 2027

FIRST AID POLICY

Reason for the Policy

It is the duty of the Board of Trustees of Children of Success Schools Trust to ensure that adequate and appropriate First Aid equipment and facilities are provided in our place of work (The Willows Primary School, Haveley Hey Community School and The Bridge) in line with Health and Safety (First Aid) regulations 1981. It is also our commitment to follow the procedures for the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013.

The provision of First Aid within our establishments will be in accordance with the DfE's Guidance on First Aid for Schools.

This policy informs all employees at the school of the following:

1. First aider numbers and qualifications and display
2. Location of first aid boxes and who responsible for checking/replenishing the contents
3. First aid on trips/off site activities
4. First aid out of hours
5. Accident reporting - how we do this (Appendix 3 - flow chart)
6. Pupil accidents involving their head
7. Calling emergency services (transport to hospital or home)

All members of staff will be made aware of the Trust's first aid policy during their induction or at a staff meeting/briefing. All policies are then put on the individual schools staff only drives.

First Aider Numbers and Qualifications

Notices with the green and white cross logo are displayed around the establishments detailing the various first aiders in each building.

The schools will train the appropriate number of First Aiders in one of three qualifications

- First Aid at Work – three day course renewable every three years with a one day course
- Emergency First Aid at Work – 1 day course renewable every three years
- Paediatric first Aid – one day course specifically designed for young children

The schools and Bridge will maintain the following numbers of First Aid trained staff (please see appendices 1 and 2 for full list

Schools		
First Aid at Work	Emergency First Aid	Paediatric First Aid
2	At least 4 in KS2 including SLO's and one cleaner or caretaker	EYFS

Bridge (2 year old provision)		
First Aid at Work	Emergency First Aid	Paediatric First Aid
1		1

Location of first aid boxes and Appointed Persons who check them

First Aid boxes are available in the following locations with the minimum contents detailed in Appendix 1:

Haveley Hey Community School

- Main Office
- Early years kitchen
- Disabled toilet on KS2 corridor
- School's main kitchen

The Willows Primary School

- Main Office

- Nursery kitchen
- KS1 disabled toilet
- KS2 – disabled toilet
- School's main kitchen
- Cookery room

The Bridge

Cookery room at Bridge
Bridge Office

The contents of the kits/boxes will be checked twice per half term by the admin team. The

SLO's will also maintain first aid supplies at lunchtime stations with plasters, gloves and sterile wipes.

Defibrillators

These are located at the main office and staff room at The Willows and the main reception area at Haveley Hey they are checked monthly by the School Administrator.

First aid on trips/off site activities

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The [Outdoor Education Advisers' Panel \(OEAP\)](#) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication including inhalers.

A person who has been trained in first aid will accompany all off site visits and trips.

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. [Further information, including advice on what the kit should contain, is available.](#)

First aid out of hours

At least one first aider will be available during the establishments opening hours. If a building was to be let outside establishment hours then first aid provision must be provided by the hirer.

Accident reporting - (Appendix 2 - flow chart)

The Trust will implement the DfE's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Trust is aware of its statutory duty under RIDDOR to report the following:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- 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) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- 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
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

A copy of all accidents/injuries recorded in the main accident book, recorded on CPOMs and where applicable notify HoS/EHT or FDOM.

Employees within each establishment will follow the reporting procedure as per appendix 2

Pupil accidents involving their head

The Trust recognises that accidents involving a bump to a pupil's head can be difficult to detect because there may be no sign of an injury and the effects of that injury may only become noticeable after a period of time.

Therefore, where emergency treatment is not required, a slip will be sent home, following a phone call to the parent/carer, of the accident as soon as possible. A copy of the slip is retained in school.

Calling emergency services (transport to hospital or home)

The Executive Headteacher, Head of School or First Aider at Work will determine what the reasonable and sensible action to take is. Where an injury is an emergency an ambulance will be called. The office staff will make contact with the parent/carer. If the parent/carer can't be contacted then a member of staff will escort the pupil to hospital in the ambulance.

Where hospital treatment is required but not an emergency, the parent/carer will be contacted and advised that medical attention/advice is required.

If the parent/carer cannot be contacted then the Executive Head teacher or Head of School may decide to transport the pupil to hospital.

Where the Executive Head teacher or Head of School make arrangements for transporting a child then the following points will be observed:

- Only cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil

Appendix 1a - First aid containers

HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

- a. HSE recommends that the minimum travelling first aid kit should be:
 - a leaflet giving general advice on first aid – [HSE information is available](#)
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages individually wrapped and preferably sterile
 - 2 safety pins
 - individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves

- b. The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. [Further information, including advice on what the kit should contain, is available](#). The following items must be kept in the first aid box:
 - 10 antiseptic wipes, foil packed
 - 1 conforming disposable bandage (not less than 7.5 cm wide)
 - 2 triangular bandages
 - 1 packet of 24 assorted adhesive dressings
 - 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
 - 2 sterile eye pads, with attachments
 - 12 assorted safety pins
 - 1 pair of rustless blunt-ended scissors

Appendix 2 – Accident Reporting in School

