



**The
Whitstable
School**

Swale
ACADEMIES
TRUST

First Aid Policy

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio- economic factors. For further information, please see our Equalities Policy.

Document Management

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Responsible for review: Mr J Brewster

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1. Aims

The first aid procedure at The Whitstable School is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

The purpose of the policy is:

- To provide effective, safe first-aid cover for pupils, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of health and safety issues within the school to prevent, where possible, potential dangers or accidents.

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
- [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

3. Roles and Responsibilities

It is emphasised that the team consists of qualified first aiders and NOT trained doctors or nurses.

A list of qualified first aiders and their contact details is posted in the following areas:

- Main Reception
- The Link (on First Aid Office)
- Admin office
- Staff room

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.



NB: The term FIRST AIDER refers to those members of the school community who are in possession of a **valid First Aid at Work Certificate or equivalent**.

Appointed Person

The school's appointed person is: Emma Baker

They are responsible for:

- Taking charge when someone becomes 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 will:

- Ensure that their qualification is always up to date and remind the Head when a renewal date is approaching
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, and calling for help from other first aiders or emergency services.
- Help fellow first aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to a hospital or by asking parents to pick up a child to take them to a hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that any child who is sent to a hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics
 - Followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted or await the arrival of parents
- The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the Medical Tracker system. In the case of an accident, Medical Tracker must be completed by the appropriate person.
- Lead First Aider to report serious accidents/incidents to RIDDOR after consultation with health and safety lead and safeguarding lead.

The Headteacher will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1992 (amended) 2013).
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of first aid procedures in school.

The Pastoral Support Team will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil IS REFERRED to the Lead First Aider for examination.

The School administrator(s) will:

- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up-to-date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school visits/outings.

All Staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
- Be aware of specific medical details of individual pupils when publicised by the Safeguarding Lead / Welfare Assistant.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.
- Call for a qualified first aider, unless they are one themselves, to treat any injured pupil, using Pupil Support.
- Have regard to personal safety.
- Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to their respective Pastoral Support Manager outside of structured time.
- NOT administer paracetamol or other medications.

The implementation of this policy will be monitored by the Executive Headteacher, Headteacher, First Aid Team and the Local Governing Body.

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, 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 the school they should seek permission from a member of the Senior Leadership Team to send the pupil home. Parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend any next steps to the parents.
- If emergency services are called, the Lead First Aider or a member of the Senior Leadership Team will contact parents immediately
- The attending First Aider will complete a log on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 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
- A current medical consent form for every student which indicates any specific conditions or medications of which they should be aware.
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:



- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

Where possible, there will be a first aider attending Offsite Trips. If a qualified first aider doesn't attend, appropriate risk assessment will be carried out.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The Stage
- The sports hall
- Science Technician room
- All design and technology classrooms
- The school kitchens
- PSM Offices



6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident report will be completed in Medical Tracker 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, completing all of the fields.
- Records held in Medical Tracker 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

The Health & Safety Lead 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 Health & Safety Lead 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 - except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Lead First Aider, Emma Baker, will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)



The Health & Safety Lead will also notify Kent Safeguarding Children Multi-Agency Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can 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.

All first aiders are Defibrillator and epipen trained.

Staff are encouraged to renew their first aid training prior to expiry.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Local Governing Body

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions

Appendix 1: List of Trained First Aiders

Staff member's name	Role
Miss Baker	First Aid Lead
Miss Brewer	Progress Lead
Ms Brick	PSM
Mrs Costley	PSM
Miss Crocombe	PSP Manager
Miss Dash	Science Teacher
Mrs Fosbraey	PSM
Mr Lightfoot	PE Teacher
Mrs Merrick	Science Teacher
Mr Poole	PSM
Mrs Senior	PSM
Mrs Yates	PSM
Mr Waters	Explorer medicine for DofE only