

The Olympus Academy Trust First Aid Policy

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On Trust Website?	Yes
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Amendment History

Version	Amendment Date	Author	Amendment Summary
v0.1	1 st March 2021	Head of Business Operations	<ul style="list-style-type: none"> New Policy
v0.1	11 th March 2021		<ul style="list-style-type: none"> 'Student' changed to 'Learner' throughout at request of Audit & Risk Committee Approved by Audit & Risk Committee
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v1.0	1 st April 2021		<ul style="list-style-type: none"> • Policy Issued
v1.1	22 nd April 2021		<ul style="list-style-type: none"> • Section 5.1 'Antiseptic Wipes' replaced with 'Antibacterial Wipes'.
v1.1	6 th May 2021		<ul style="list-style-type: none"> • Section 9.1 'Trips Policy' to be added at request of ARC. • Approved by the ARC.
v1.2	27 th May 2021		<ul style="list-style-type: none"> • Approved by the Board of Trustees
v2.0	27 th May 2021		<ul style="list-style-type: none"> • Policy issued.

1. **Aims**

1.1 The aims of the First Aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff, governors and Trust central team members are aware of their responsibilities with regards to health and safety
- Provide a guidance for responding to an incident and recording and reporting the outcomes

2. **Legislation and Guidance**

2.1 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

The schools have trained First Aiders (First Aid at Work, Emergency First Aid at work and Paediatric first Aiders for EYFS). 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 an accident report on the same day, or as soon as is reasonably practicable, after an incident (see template in Appendix A).
- Keeping their contact details up to date.

All schools will have a displayed list of First Aiders.

3.2 The Head Teacher

The Head Teachers are responsible for the implementation of the 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 in order to cater to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see section 6).

3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the First Aiders are in their school setting.
- Ensuring they familiarise themselves with the Medical Red Flag learners in school.
- Completing accident reports and ensuring they are recorded on the electronic system in a timely fashion adding any additional information as it is received. Informing the Head Teacher or their manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 Covid-19

For additional procedures during the Covid-19 Pandemic period please see Appendix B.

4.2 In School Procedures

Where an incident is deemed to be **life threatening** the Trust's Central Team should be notified immediately by the Head Teacher or appointed alternative in their absence.

4.3 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 / carers will be contacted and asked to collect the pupil. Upon their arrival, the First Aider will recommend next steps to the parents / carers.
- If emergency services are called, the Head Teacher (or if not available the School Administration Team) will contact parents / carers immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury ensuring it is recorded on the electronic system.

4.4 Off Site Procedures

Where an incident is deemed to be **life threatening** the Trust's Central Team should be notified immediately by the Head Teacher or appointed alternative in their absence.

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils and any emergency medication required for those pupils
- Access to parents' / carers' contact details.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one First Aider with a current First Aid Certificate on school trips and visits:

- Emergency First Aid at Work – minimum cover for any off-site visit.
- First Aid at Work – required when medical assessment informs there is an increased risk level and for all residential and overseas visits.
- Pediatric First Aid – minimum cover for KS1/2 visits.

5. **First Aid Equipment**

5.1 A typical school first aid kit 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.
- Antibacterial wipes.
- Plasters of assorted sizes.
- Scissors.
- Cold compresses.
- Burns dressings

No medication is kept in first aid kits.

5.2 A list of first aid equipment locations should be held in the main reception area.

6. **Record Keeping and Incident Recording**

6.1 **First Aid and Accident Record Book**

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For primary phase children who bump their heads a bump note/green wrist band should be given to the child and the parents informed by way of phone call or text message.
- Minor injuries in a secondary setting are to be recorded on the medical log and then recorded against the learner's individual electronic record.
- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, to include where the accident occurred and to which part of the body.
- A copy of the accident report form will also be added to the electronic reporting system by the school administrative team.
- 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.

6.2 Reporting to the HSE

The Head Teacher 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 Head Teacher will report these to the Trust's Central Team as soon as is reasonably practicable and in any event within 10 days of the incident.

For further details see <https://www.hse.gov.uk/pUbns/edis1.pdf>

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:

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

- 7.1 All school staff are to be encouraged to undertake first aid training.
- 7.2 All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The schools will keep a register of all trained First Aiders, what training they have received and when this is valid until.
- 7.3 Staff are encouraged to renew their first aid training when it is no longer valid.
- 7.4 At all times, at least one staff member will have a current pediatric first aid (PFA) certificate in a primary setting or Emergency First Aid at work (EFAW) for a secondary setting which is updated at least every 3 years.
- 7.5 At all times, a minimum of 2 staff member will have a current First Aid at Work (FAW) certificate which meets the requirements and is updated at least every 3 years.

8. Monitoring Arrangements

- 8.1 This policy will be reviewed by the Trust's Central Team in conjunction with the Health & Safety Governing committee every 2 years.
- 8.2 At every review, the policy will be approved by all parties.

9. Links to Other Policies

- 9.1 This First Aid Policy is linked to the:
 - Health and safety Policy
 - Risk assessment Policy
 - Supporting Pupils with Medical Conditions Policy
 - Trips Policy

APPENDIX 1



ACCIDENT/INCIDENT/NEAR MISS REPORT FORM

Section 1

DETAILS OF INJURED PERSON	
Job Title (if employee)	Establishment:

DETAILS OF INCIDENT	
Date:	
Time:	
Brief description of what happened:	
If injury occurred, name the part/s of the body affected:	
Was medical attention given: First Aid/Doctor/Hospital/None* delete as applicable	
Was injured person taken directly to hospital from scene of accident: Yes or No If so by whom:	
Has the person had to stop work Yes or No If yes how long is the absence expected to last	
Details of any additional support given e.g. counselling	
Details of any witnesses	

Report completed by:	Job Title:
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Section 2 to be completed if further investigation is required

Section 2

MANAGEMENT ACTION	
Was the incident a reoccurrence:	Yes or No
How and why did the incident occur. Give full details of the incident investigation identifying any possible causes	
Any further information about any injury sustained:	
Did hospitalisation occur? If yes under 24hrs or over 24hrs	Yes or No
What action could be taken to avoid a similar incident:	
<i>If applicable:</i> Was PPE supplied and used Yes or No Was PPE required Yes or No Has relevant safety training been undertaken Yes or No	
Was the activity/workplace covered by a risk assessment:	Yes or No
Is there a need for a revised or new risk assessment: Yes or No If yes date of when completed and location:	
Is the incident reportable Yes or No. If yes complete details below	

RIDDOR
Date incident was reported:
Person who submitted report:
Is copy of report attached or saved in H & S folder

LINE MANAGER/HEADTEACHER SIGN OFF
Name of Manager
Job title
Signature and Date

Brief guide to reporting of injuries, diseases and dangerous occurrences <http://www.hse.gov.uk/pubns/indg453.htm>
Incident reporting in school <http://www.hse.gov.uk/pubns/edis1.pdf>



Guidance for First Aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible