



WIGSTON ACADEMIES TRUST

FIRST AID POLICY

DATE APPROVED:	13 th January 2025
APPROVED BY:	Chair of Trustees
REVIEW FREQUENCY:	Every 3 years
DATE FOR REVIEW:	January 2028

A handwritten signature in black ink, appearing to be 'P. M. W.', is written over the signature line.

Signed by Chair of Trustees:

Date: 13th January 2025

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Trustees 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 by a 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 students

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 will have an appointed person (Medical Officer). 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 students 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 the template in appendix 1)
 - Keeping their contact details up to date

3.2 The governing board

The board of Trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Executive Headteacher and other staff members.

3.4 The Headteachers

The Headteachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

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 (see appendix 1) for all incidents they attend to where a first aider or appointed person is not called

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 student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If a student receives a head injury, the following text / e mail will be sent home to parents (Appendix 2)
- If emergency services are called parents will be immediately informed by Medical Officer
- The first aider/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

4.2 Off-site procedures

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

- A mobile phone (numbers listed in trip pack)
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises, this will then need to be signed off by the Educational Visits Coordinator (EVC).

For the Academy and College there will always be at least one first aider on school trips and visits.

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 stored in:

- The medical room
- Reception (at the desk)
- Sports Halls
- All science labs
- All design and technology classrooms
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the 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, including all of the information included in the accident form at appendix 1
- A copy of the accident report form will also be added to the student's educational record by the office staff
- 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
- The first aid book will be regularly scrutinised by the Headteachers / DHT

6.2 Reporting to the HSE

The Medical Officer 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 Medical Officer 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.

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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

6.3 Notifying parents

The Medical Officer will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

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. HR will hold a copy of this register.

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

8. Monitoring arrangements

This policy will be reviewed by the Headteachers and the Medical Officer every year.

At every review, the policy will be approved by the CEO and the board of Trustees.

9. Automated External Defibrillators (AEDs)

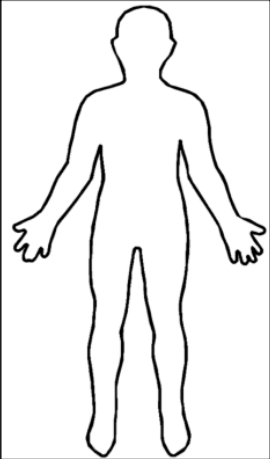
There are ___ AEDs in the Trust. These are located _____. These can be used by _____

10. Links with other policies

This first aid policy is linked to the

- Premises Management Document
- Health and safety policy
- Risk assessment policy
- Supporting students with medical conditions policy
- Accessibility plan
- Children with health needs who cannot attend school policy

Appendix 1: accident report form

Wigston Academies Trust Accident Report Form			* delete as appropriate
<p>Injured Person Name _____ Address _____ _____ _____ _____</p> <p>DOB _____ Age _____ Sex <i>M/F*</i> Staff/Pupil/Visitor/Contractor*</p> <p>Nature of Injury <i>Indicate front or back and mark X at site of injury</i></p>	<p>Details of Injury _____ _____ _____ _____</p> <p>Details of First Aid Administered _____ _____ _____ _____</p> <p>By _____</p> <p>Details of Accident/Incident Date _____ Time _____ Exact Location _____ _____ _____ _____ _____</p>	<p>Names of Witnesses _____ _____ _____ _____</p>	
	<p>Reporting Details Form completed by _____ Was injured person taken to hospital ? <i>Y/N*</i> By <i>Ambulance/Parents*</i> For pupils parent/guardian informed ? <i>Y/N*</i> By _____ Date _____ Time _____ Details _____ _____ Reported to _____ on _____ for further investigation. F2508 required ? <i>Yes/No*</i> Investigation Required ? <i>Yes/No*</i> If Yes the academy H&S Consultants must be informed. <i>Leicester Health & Safety Training Ltd</i> <i>0772 075 4806 or 0776 447 7734</i></p>		
<p>The information contained in this form is Private and Confidential</p>			

Appendix 2: Text / e mail sent home for head injury

Your child has sustained a head injury at school today. Time of Injury: _____. Front / Back of head affected. He/she* was given first aid treatment, including the application of an ice pack to help reduce any swelling. He/she* appeared fit to remain in school and was monitored throughout the day. It is recommended that you continue to monitor him/her* for the next 24-48 hours and seek further medical advice as a matter of course if he/she* deteriorates or if you have any concerns. Symptoms to look for may include: headache, nausea or vomiting, dizziness blurred vision, loss of consciousness, confusion, dilated or uneven pupils. NB this is not an exhaustive list*