



Holte School

First Aid Policy

Lead member of staff:	SEND Welfare Co-ordinator
Legislation Status: (Statutory/Non-Statutory)	Statutory
Local Authority Model Policy or School Written Policy:	School Written
Required on school website:	Yes
Revision Date:	June 2023
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Signed by Chair of Governors:	J Humpherson

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1. Aims

The aims of our 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 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 school's appointed **person(s) is the SEND Welfare Co-ordinator**. 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 – See appendix 4 for procedure for calling emergency services.

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 the template in appendix 2)
- Keeping their contact details up to date

Our school's **appointed person(s) and first aiders** are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

The Local Authority, Birmingham City Council, has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of **appointed persons and 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 Local Authority or relevant external agency (e.g. Public Health or HSE when necessary (see section 6)).

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person(s) in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

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 the 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the school will contact parents immediately.
- The first aider will complete an accident report form on the same day or, if this is not possible, 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
- Information about the specific medical needs of pupils.
- 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 × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the nominated trip leader prior to any educational visit that necessitates taking pupils off school premises as part of the educational visit paperwork.

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 school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- First Aid room

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the **first aider** 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 2
- A copy of the accident report form will also be added to the pupil's educational record by SEND Welfare Co-ordinator or Year Co-ordinator.
- 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 **[Check whether your insurer requires accident records to be retained for a longer period of time and amend this point accordingly if necessary]**

6.2 Reporting to the Local Authority or any relevant external agency such as Public Health or HSE

The **Strategic Business Manager** 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 **Strategic Business Manager** will report these to the Local Authority, Birmingham City Council as soon as is reasonably practicable and in any event within 7 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 scalding 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

For information on how to make a RIDDOR report please email the Local Authority, Birmingham City Council on School Safety Department at schoolsafety@birmingham.gov.uk

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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the SEND Welfare Co-ordinator and Strategic Business Manager annually

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

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Medical Needs policy
- Accident, Incident and Near Miss Procedures

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Asma Mahmood	HSLW	0121 566 4370
James Allen	Teacher	0121 566 4370
Victoria Thomas	Teacher	0121 566 4370
Christian Chikodzera	Teacher	0121 566 4370
Nola Hamilton	Teacher	0121 566 4370
Robert Ford	Teaching Assistant	0121 566 4370
Jaspal Dhillon	Teacher	0121 566 4370
Amal Razik	Teaching Assistant	0121 566 4370
Hamza Khan	Teaching Assistant	0121 566 4370
Uthman Azmi	Teaching assistant	0121 566 4370
Ruben De Castro	Teaching assistant	0121 566 4370
Brogan Moorhouse	Admin Assistant	0121 566 4370
Rajina Shivonne Begum	Welfare Co-ordinator	0121 566 4370
Sopna Begum	HSLW	0121 566 4370
Melisa Bowne	Strategic Business Manager	0121 566 4370

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid	Christian Chikodzera	15/11/2021	17/11/2024
First Aid	Nola Hamilton	09/01/2022	11/01/2025
First Aid	Jaspal Dhillon	30/03/2022	01/04/2025
First Aid	Robert Ford	30/04/2022	02/05/2025
First Aid	Hamza Khan	18/05/2022	20/05/2025
First Aid	Amal Razik	18/05/2022	20/05/2025
First Aid	James Allen	12/07/2022	14/07/2025
First Aid	Victoria Thomas	20/08/2022	23/08/2025
First Aid	Asma Mahmood	13//07/2022	15/07/2025
First aid	Sopna Begum	10/10/2022	12/10/2025
First aid	Melisa Bowen	10/10/2022	12/10/2025
First Aid	Uthman Azmi	06/03/2023	08/03/2026
First Aid	Rajina Shivonne Begum	16/05/2023	19/05/2026
First Aid	Ruben De Castro	16/05/2023	19/05/2026
First Aid	Brogen Moorehouse	16/05/2023	19/05/2026

Appendix 4: Procedure for calling emergency services (ambulance)

HOLTE SCHOOL
REQUEST FOR AMBULANCE/EMERGENCY SERVICES

Please follow instructions below if there is a need to call an ambulance or emergency services:

- 1. Find the nearest phone to call for an ambulance. You will need to dial “9” first for an external call then dial “999”.**
- 2. Remain calm and speak clearly and slowly.**
- 3. Be ready with the following information:**
 - a. Give your name.**
 - b. Contact telephone number - main reception number is 0121 566 4371.**
 - c. Give your location as follows: Holte School, Wheeler Street, Lozells, Birmingham, B19 2EP - *inform of which entrance gate they should use (post-code will automatically direct a Sat. Nav. to Gower Street gate).***
- 4. Give a brief description of the medical emergency (incl. Patient’s full name and DOB if available).**
- 5. Give exact location of the casualty in the school.**
- 6. Inform Ambulance Services of the nearest entrance to the casualty and that a member of staff will greet them.**
- 7. Direct another member of staff to meet the Ambulance on arrival and escort to the casualty.**
- 8. Obtain a Pupil Data Checking Sheet from Office Staff and give to Ambulance crew on arrival.**
- 9. Inform Reception to request for all gates to be opened immediately.**
- 10. Inform Headteacher and PA to HT.**

Appendix 5: Procedure for what to do in the event of an Accident, First Aid or Emergency Aid:

As first or only adult on the scene:

1. ASSESS FULLY

- What appears to have happened?
- Who or what is involved?
- Is there any injury?
- What help or equipment do I need? E.g. First Aid support.

2. MAKE SAFE

- Ensure no further danger to casualty, yourself or others.
- Clear immediate area of spectators.

3. INFORM

Use spectator or nearest colleague to call first aider, SLT, Reception (Ext 23101) or phone Headteacher's PA (Ext 23110) and explain situation.

4. ACTION

- If possible or necessary apply emergency aid until help arrives.
- If the casualty can be moved, casualty should be taken to the medical room (E014).
- If the casualty cannot be moved, then aid must be provided on the spot.

5. EMERGENCY SERVICES

If there is a need to call for an ambulance this must be decided quickly upon assessing the casualty and a 999 call would be made via Reception/HT PA or SLT (be ready to provide exact location of casualty in school, the name and injury and condition of patient). Please inform the HT PA of the ambulance called who will log the call on the 999 log spreadsheet.

6. CONTACTING HOME

A Year Coordinator (for pupil) will be contacted in case there is need for further information. Parent(s) will be informed via telephone or by Home School Liaison Worker.

In the event of Staff accidents the Headteacher or Strategic Business Manager/HR Manager will contact the nominated next of kin or emergency contact.

7. ACCIDENT REPORT FORM

In the event of an Accident, Incident or Near Miss the Headteacher's PA will email an electronic Accident Form to the casualty as soon as possible afterwards, or the First Aider or member of staff involved. Any witnesses will be identified and will be asked to provide statements. A copy of this will be emailed to the Local Authority School Safety Services department.