

# First Aid Policy

<b>Name of Unit/Premises/Centre/School</b>	The Toynbee School
<b>Date of Policy Issue/Review</b>	Spring 2024 / Spring 2025
<b>Name of Responsible Manager/Headteacher</b>	Headteacher
<b>Governors' Sub-Committee</b>	Welfare & Guidance

## 1. Policy Statement

- 1.1 The Toynbee School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children, parents and others involved in education related activities.
- 1.2 Responsibility for first aid at Toynbee School is held by Matthew Longden who is the responsible manager. The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.
- 1.3 All first aid provision is arranged and managed in accordance with
  - Department for Education, First Aid in School:  
<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education> (Appendix 4)
  - Hampshire County Council, First Aid Guidance – Schools (October 2021 – Version 3). This can be accessed through: <https://documents.hants.gov.uk/shs/CSG-first-aid-guidance-schools.docx> (Appendix 5)
- 1.4 All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **2. Aims & Objectives**

- 2.1 Our first aid policy requirements will be achieved by:
  - 2.1.1 Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
  - 2.1.2 It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes of circumstance that may affect first aid provision.
  - 2.1.3 The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site.
- 2.2 Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- 2.3 Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- 2.4 Ensuring the above provisions are clear and shared with all who may require them.

## **3. First Aid Training**

- 3.1 The School will ensure that a member of staff is a trained Qualified First Aider to lead on matters pertaining to First Aid Provision.
- 3.2 Appointed Persons are in place to take charge of first aid arrangements after school hours where the number of people on site does not require Qualified First Aiders, including looking after equipment and calling emergency services.
  - 3.1.1 Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.
  - 3.1.2 Appointed persons will take responsibility for extended school activities.
  - 3.1.3 PE Teachers to be responsible for sports activities outside of school hours. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).
- 3.2 Emergency First Aiders (*staff completing the HSE approved 1-day emergency first aid course*) will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.
- 3.3 See Appendix 1 for Toynbee School First Aid provision – Staffing.

## **4. First Aid Provision**

4.1 Our First Aid Needs Assessment has identified the following first aid kit requirements:

4.1.1 First Aid kits are situated at:

- Medical Room
- Food Technology Room
- Science Prep room
- PE Office
- Technology prep room
- IT Technicians office
- VI Resource Centre
- Two travel first aid kits in minibuses

4.2 It is the responsibility of the qualified first aiders to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

4.3 The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

4.4 The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities: bed, running water, first aid supplies, telephone, chairs, wheelchair. A defibrillator is held in reception and can be used by staff who have received appropriate training (see Appendix 1)

## 5. Emergency Arrangements

5.1 Upon being summoned in the event of an accident, the first aider or appointed person is to take charge of the first aid administration and emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

5.2 The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture and the patient cannot be moved.
- Whenever the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.

5.3 In the event of an accident involving a child or young person, where appropriate, it is our policy to always notify parents as soon as possible, but certainly the same day, of their child's accident if it:

- is considered to be a serious (or more than minor) injury.
- requires first aid treatment that will need to be reviewed at home.
- requires attendance at hospital.

- 5.4 Our procedure for notifying parents and carers will be to use all telephone numbers available to contact them and leave a message should the parents or carers not be contactable.
- 5.5 In the event that parents and carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child or young person until the parents can be contacted and arrive (as required).
- 5.6 In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **6. Emergency Medication**

- 6.1 Inhalers – In accordance with government guidelines we keep a supply of Emergency Inhalers for use of pupils with diagnosed asthma, or prescribed inhalers, subject to permission from parents/carers. The emergency inhaler should be used in case of breathing difficulties, when the child's own inhaler is unavailable or malfunctioning. It should be used as described in the pupil's healthcare plan in conjunction with a disposable spacer and cleaned after use.
- 6.2 Adrenalin Auto-Injectors – In accordance with the government guidelines we keep a supply of Emergency Adrenalin Auto-Injectors (AAI's) for use of pupils with diagnosed anaphylaxis and prescribed AAI's. The AAI's are single use and should only be used if a pupil's own AAI is unavailable or malfunctioning. It should be used as described in the pupil's individual health care plan, prior to contacting emergency services, and disposed of in a suitable sharps container or given to the paramedics. Staff who are medically required to have AAI's will be responsible for carrying their own in-school at all times, for keeping them in a safe place on their person during the school day, and to have notified the Welfare Officer of their need to carry one.
- 6.3 The school will ask parents to provide a spare inhaler or adrenalin auto-injectors which will be kept in the Medical Room.

## **7. Recording**

- 7.1 All accidents requiring first aid treatment are to be recorded electronically on *Medical Tracker* and the school's Management System with (at least) the following information:
  - Name of injured person
  - Name of the qualified/emergency/school/paediatric first aider or appointed person
  - Date of the accident
  - Type of accident (eg. bump on head etc)
  - Treatment provided and action taken
  - The contact made with parents. (This will be via email or telephone depending on the nature of the accident)

- 7.2 The Accident Report File is kept in the Medical room. The Accident Report Form (AR) can be found electronically here: [Accident and incident reporting form](#). (Appendix 2) All accidents to staff (both teaching and non-teaching), pupils and visitors, including contractors or community users, must be recorded using these forms and the following process. The Accident and Incident Reporting form is password protected.
- 7.3 When an accident occurs:
- 7.3.1 The member of staff in charge at the time should record details on the (AR) Accident Report Form: [Accident and incident reporting form](#)
  - 7.3.2 The completed form should be passed to the Welfare Officer or Duty SLT member who will record any treatment given or other action taken and inform the Headteacher immediately, or Deputy Headteacher in his absence.
  - 7.3.3 Witness statements should be taken, where possible by the class teacher or a member of the Guidance team and be attached to the Accident Report Form. The Headteacher (or Deputy) will designate a member of the trained accident investigation staff to follow up the accident.
  - 7.3.4 It is the designated Accident Investigator who will ensure that the initial investigation is completed promptly, Accident Report Form is correctly completed and any urgent remedial steps deemed necessary to further protect the safety of people on site are immediately taken. They will also ensure that the site of the accident is protected and photographed and inspected as necessary to support the investigation and statements are completed, signed and dated and provided with the completed accident forms.
  - 7.3.5 The designated Accident Investigator will pass the form for the Headteacher to counter-sign and upon receipt, file it with the Accident Record in the Medical Room.
  - 7.3.6 Where appropriate and with permission from the informed party, photographs should be taken that clearly show the injury that has occurred. These photographs (or drawings) should be stored as a copy only with the Accident Record. When in doubt about the seriousness of an accident staff should always complete an accident form.
- 7.4 For pupils, all incidents, accidents and medical information will be recorded on Arbor under the Medical Notes section. It is the responsibility of the Welfare Officer to ensure these records are kept up to date.
- 7.4 A HSE RIDDOR Form (Health and Safety Executive – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [HSE RIDDOR FORM](#) ) will be completed by the Accident Investigator for more serious injuries or accidents resulting in Hospitalisation. They will use the **criteria** provided on the Accident Reporting Form, having consulted the school's independent Health and Safety Advisor and notified the Headteacher to determine whether to make submission.

- 7.4.1 Accident Investigators must be aware of the legal timeline for making such reports and so if any initial accident investigation suggests RIDDOR might be necessary independent advisor support should be sought at the earliest available opportunity. When completed the form must be signed by the Headteacher, submitted to the HSE and a paper copy kept with the completed Accident Record.
- 7.4.2 All copies of correspondence will be kept in the Accidents Report file

## **8. Out of Hours Procedure**

- 8.1 Staff responsible for extra-curricular activities should be aware of the location of the nearest first-aid box.
- 8.2 If Staff require first-aid assistance they should ascertain whether any of the staff listed under Appendix 1 are on the premises (Reception Closes at 4.00 pm). If none of the staff are in school, they should follow the **Emergency Procedures** process outlined under Section 5 of this policy with regard to contacting parents/carers or calling an ambulance.
- 8.3 If the injury to a pupil is serious, then a senior member of staff should be informed, by telephone if necessary.
- 8.4 Details of any accident should be recorded as in line with the process outlined in the **Recording Section** of this policy.

## **9. Residential Trips**

- 9.1 The trip organiser will phone the emergency contact for the trip to notify them of any serious injury/accident and take appropriate action. For serious incidents/accidents the Headteacher should be notified. Please refer to the Off Site Visits Policy for further details.

## **10. Major Incidents**

- 10.1 With reference to major incidents, for example fire, explosion or collapse of buildings, please see the section on fire procedures in the Health and Safety Policy. The Fire Procedure is located in the Staff Handbook under Health and Safety.

## **11. Governors Monitoring**

- 11.1 The Health and Safety Link Governor will conduct an annual health and safety visit to the school. This will include monitoring of First Aid Provision and procedures in line with the First Aid Policy.
- 11.2 The First Aid Policy will be reviewed annually by the Welfare & Guidance sub-committee.

**Linked Policies:**

Off Site Visits Policy

Health & Safety Policy

Medicines Policy

**Appendices to this Policy are:**

Appendix 1 Toynbee School First Aid Provision – Staffing

Appendix 2 Hampshire County Council Accident Report and Incident Reporting Form:  
[Accident and incident reporting form](#)

Appendix 3 Health and Safety Executive – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (HSE RIDDOR) HSE RIDDOR FORM

Appendix 4 Department for Education, First Aid in School:  
<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Appendix 5 Hampshire County Council, First Aid Guidance – Schools (October 2021 – Version 3):  
<https://documents.hants.gov.uk/shs/CSG-first-aid-guidance-schools.docx>