

The Gryphon School

First Aid Policy



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V1	May 2023	BS	
	December 2023	CR	- Updated process for head injuries - The Schools' First Aid Leads may make the decision to send students home to recover without consultation with the Headteacher.

First Aid Policy

Introduction

The Health and Safety policy sets out the requirement regarding First Aid arrangements in school. First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils and visitors.

First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and Site Managers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff 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.

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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. If after taking all possible steps in your power you're still unable to secure a staff member with a full PFA certificate, you must carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'competent person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

Section immediately below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in 'Legislation and guidance' section above. If you do not have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

First Aid Lead(s)

The school's appointed persons are Joanne Rowland, Carly Hindle, Samantha Kosa and Sarah Perrett and are based in the school office. They are responsible for:

- Making a formal assessment of First Aid requirements using the Assessment of First Aid Provision, maintaining the completed form and monitoring the adequacy of the provision including specific health conditions a/first aid needs.
- Reviewing the assessment annually in the light of significant changes or validity.
- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of in-date medical materials in first aid kits and replenishing the contents of these kits. All kits should have their inventory checked on a regular basis.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- 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.
- Respond to any incident where first aid is required.
- Ensuring that an appropriate number of trained staff are present in the school at all times.

First Aiders

First Aiders are trained, competent and qualified to carry out the role and are responsible for:

- Responding to any incidents - they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Where necessary, summon an ambulance or refer to A&E/health centre for further assessment.
- Sending pupils home to recover.
- Filling in an appropriate accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Inform First Aid Leads.

Our school's First Aiders are displayed prominently around the school.

The Trust

SAST has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The trust's insurers confirm that the employer's liability insurance policy provides indemnity for staff acting as First Aiders or Emergency Aiders as defined in this policy. Treatment must be given in accordance with the training received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover.

The Headteacher

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

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.

Staff

School staff are responsible for:

- Ensuring they follow First Aid procedures.
- Ensuring they know who the First Aiders in school are.
- Completing minor incident reports for all incidents they attend to where a First Aider is not called.

NB staff can deal with minor cuts and grazes without the need for a First Aider. Head injuries require the assistance of a First Aider.

First Aid procedures

The school has a designated space for the treatment of injuries and for First Aid. It contains a sink and a bed and is located near a toilet. Bins for blood waste are clearly marked and First Aid equipment is stored in clean, clearly labelled, easily accessible containers or cupboards. Where possible, the space will be accessible for stretchers.

Infection control

First Aid Staff must:

- Ensure all own injuries are covered with waterproof dressings before commencing treatment.
- Wash their hands before and after applying dressings.
- Only use mouth pieces when administering mouth-to-mouth if trained to do so.
- Use disposable gloves whenever blood or other bodily fluids are handled.

- Use disposable materials such as paper towels and sanitizing powder to clear up spills of bodily fluid.
- Dispose of blood and bodily waste in a way that does not allow others to come into contact with it. (Seek medical advice if contact is made with any other person's bodily fluids).

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. *NB Minor cuts and grazes can be treated by any member of staff. First Aiders will always deal with major injuries.*
- 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.
- All children going home due to sustaining a head injury **must** be collected from the office / sick bay and signed out by a parent / carer. When the parent / carer is collecting the child, the first aid trained member of staff who has cared for the child will ensure that the parent / carer is informed of the incident, the injury sustained and any side effects being experienced.

NB: Where an auto-adrenaline pen has been used for a severe allergic reaction, an ambulance must be called, and the word anaphylaxis must be used when calling emergency services.

NB. Where an asthma attack does not abate following treatment with a salbutamol inhaler, an ambulance must be called, and the word asthma must be used when calling the emergency services.

The decision will vary from case to case, but an ambulance or 999, must be called for severe or life-threatening injuries and illnesses, including where the individual:

- Appears not to be breathing.
- Is having chest pain, difficulty breathing or experiencing weakness, numbness or difficulty speaking.
- Experiencing severe bleeding that you are unable to stop with direct pressure on the wound.
- Is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage as they use other muscles to help them to breathe.
- Is unconscious or unaware of what is going on around them.
- Has a fit for the first time, even if they seem to recover from it later.
- If they are having a severe allergic reaction accompanied by difficulty in breathing or collapse – get an ambulance to you, rather than risk things getting worse whilst you are in the car.
- If a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive and look out for signs of shock.
- If someone has fallen from a height, been hit by something travelling at speed or has been hit with force.
- If you suspect that someone may have sustained a spinal injury – do not attempt to move them and keep them still whilst awaiting an ambulance.

This is guidance, not an exhaustive list.

- The First Aider will also decide on what treatment and whether the injured person should be moved or placed in a recovery position.

- If the First Aider judges, in discussion with leadership, that a pupil is too unwell to remain in school, parents will be contacted by office staff 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 parents will be contacted immediately by office staff who will keep leadership informed.
- In the case that a child/student needs to be assessed at hospital, but the child's/student's contact cannot be reached, then a member of senior staff and a first aider will transport the child to hospital whilst the office team continue to attempt to contact family members. (See protocol for taking children out on visit).
- The member of staff who treated the incident will complete the appropriate minor incident book or SAST Accident Report Form on the same day, as soon as is reasonably practical after an incident resulting in an injury. A copy of this form will be given to the parents and a copy kept on file in school. (See Reporting and Recording section for further guidance.)

Off-site procedures

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

- A school mobile phone
- A portable First Aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises, in accordance with the Educational Visits Policy.

Record-keeping and reporting

First Aid and accident record book

- An accident form or minor incident form will be completed by the First Aider on the same day, as soon as possible after an incident resulting in an injury that is managed within school.
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the office staff.
- Records held in the First Aid and accident book will be retained by the school in accordance with the Retaining Records Policy.

Reporting to the Trust

The First Aid Leads will report to the Trust using the SAST accident reporting form. The form must be sent to the Estates team in the first instance, who will report the incident to the H&S team at Dorset Council. If there is a duty for the incident to be reported to the Health & Safety Executive. Dorset Council will endeavour to do so as soon as is reasonably practicable.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries, which are:
 - fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - dislocation of shoulder, hip, or knee.

- any injury likely to lead to loss of sight (temporary or permanent).
- a chemical or hot burn or any penetrating injury to the eye.
- any injury resulting from electric shock or electrical burn.
- 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 injury arising from working in an enclosed space leading to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- absorption of any substance by inhalation, ingestion or through the skin causing acute illness requiring medical treatment or loss of consciousness.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken directly from school to hospital.
- Dangerous occurrences, as defined by RIDDOR. Examples of dangerous occurrences include:
 - 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.

Notifying parents

The class teacher/appropriate adult will inform parents of any accident or injury sustained by a pupil, and any First Aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil 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 First Aid Lead will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

Staff will be trained in accordance with the outcomes of the Assessment of First Aid Provision, including whether there is an Early Years Foundation Stage in school.

All First Aiders must have completed an accredited 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.

Staff are encouraged to renew their First Aid training when it is no longer valid. (Most training is valid for three years).

Monitoring arrangements

This policy will be reviewed every two years.

Links with other policies

- Health and Safety Policy
- Educational Visits Policy
- Administering Medicines and Supporting Pupils with Medical Conditions Policy

Other useful documentation/links

Guidance on First Aid for Schools:

- <https://www.gov.uk/government/publications/first-aid-in-schools>
- <http://www.hse.gov.uk/firstaid/index.htm>
- [Frequently asked questions on first aid - First aid at work \(hse.gov.uk\)](#)

Appendix 1: List of First Aiders

A list of qualified First Aiders is displayed in the school.

Our school does not have an Early Years Foundation Stage and so we have no staff trained in Paediatric First Aid.