

# Mark Rutherford School



## First Aid Policy

**Updated: April 2025**

**Review date: April 2026**

## 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 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.

## 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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- This policy complies with our funding agreement and articles of association.

## ROLES AND RESPONSIBILITIES

### Appointed person(s) and first aiders

#### The Governing Board

The governing board 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 Headteacher

The Headteacher is responsible for the implementation of this policy and checking that it is kept up to date.

## **The First Aid Lead**

The school has appointed Jodie Sutton as the First Aid Lead. They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Being aware of students with medical needs/severe allergies.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits, ensuring that use by dates are checked regularly.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring that first aiders are trained and qualified to carry out the role 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.
  - Notifying parents of any accident or injury sustained by a student and advising of any first aid given.
  - Sending students home to recover, where necessary.
  - Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident.

## **The Business Manager**

The Business Manager is responsible for:

- 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Approving and completing all accident reports submitted on Smartlog and following up any actions.
- Reporting specified incidents to the HSE when necessary (see page 6).

## **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 for all incidents they attend to where a first aider is not called.
- Informing the Business Manager of any specific health conditions or first aid needs.

**Our school's first aiders are listed and updated separately. Their names will also be displayed prominently around the school site.**

# FIRST AID PROCEDURES

## 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 who will provide the required first aid treatment.
- The first aider 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 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 emergency services are called, the First Aid Lead will contact parents immediately, or in their absence another qualified first aider/member of staff present.
- The First Aid Lead will complete an accident report form and submit on the Smartlog system to the Business Manager on the same day; or as soon as is reasonably practical after an incident resulting in an injury.

## Off-site procedures

When taking students 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
  - 2 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 students
- Parents' contact details

When transporting students 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 are approved by the EVC Co-ordinator and Headteacher prior to any educational visits that necessitates taking pupils off school premises. Any trips/visits that involve water, trips abroad or are deemed as high-risk are also checked and approved by the Local Authority.

There will always be at least one first aider on school trips and visits.

## FIRST AID EQUIPMENT

### Defibrillators

Defibrillators are located in Piccadilly and B Block Foyer – the codes for these are shared with staff. There is also a public one on the 3G pitch spectator area – instructions will be given to access this when calling 999.

### Student EpiPens and Inhalers

These are located in the First Aid office and are kept in the labelled draws on the right-hand side as you walk in named “EpiPens” and “Antihistamines and Inhalers”. They are clearly labelled with the students name. Lists and photos of students with asthma and severe allergies are kept in the first aid room with copies in the canteen, main office and year offices.

### First Aid Kits

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 5 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 2 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 following locations:

- First aid room
- Main office/Reception
- A Block
- Nightingale Unit
- Science/DT department

- Food tech department
- Girls changing room
- Boys changing room
- PE office
- Drama department
- Art department
- Canteen
- School vehicles

## RECORD-KEEPING AND REPORTING

### First aid and accident record book

- An accident form will be completed by the member of staff present at the time 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.
- The accident will then be logged onto the Smartlog system by the First Aid Lead, this will send an email informing the Business Manager of the accident to follow-up.
- The First Aid Lead or other first aider in her absence 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. Parents will also be informed immediately if emergency services are called.
- On notification of the accident the Business Manager will log into Smartlog to complete the accident report and sets targets/actions to follow up, if necessary.
- 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, and/or deleted from the Smartlog system.

### Reporting to the HSE

The Business Manager will keep a record on Smartlog 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 Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

## TRAINING

All school staff are able to undertake first aid training if they would like to. The level of training for each member of staff will be determined by the Business Manager, consideration will be taken on requirements of their role and department that staff work in.

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.

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.

## MONITORING ARRANGEMENTS

This policy will be reviewed by the Business Manager annually. At every review, the policy will be approved by the Headteacher.

## LINKS WITH OTHER POLICIES

This first aid policy is linked to the:

- Health and safety policy
- Supporting students with medical conditions policy