




# The LETTA Trust

## First Aid Policy

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<b>Reviewed by:</b>	The TB Resources Committee	<b>Signed:</b>	



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This policy sets out our approach to first aid across The LETTA Trust.

## 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 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](#), 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 trust's funding agreement and articles of association.

## 3. Roles and responsibilities

In the Early Years Foundation Stage, at least 1 person who has a current paediatric first aid (PFA) certificate is on the premises at all times.

In addition to this there is at least one suitably trained first aider to care for employees in case they are injured at work. The number of trained first aiders varies according to the size of the school premises and number of employees.



### 3.1 First aiders

The appointed first aiders at each school 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
- 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 3)
- Keeping their contact details up to date

The school first aiders are listed in appendix 1. Their names are also displayed prominently around the school site.

#### **Appointed persons and first aiders in the central team office**

For the trust's central office, we have identified the need for a first aider in line with [HSE guidance](#) on first aid at work.

Other than sending pupils home. Their responsibilities for the central team office are the same as those listed above for school-based staff.

### 3.2 The board of trustees

The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school and the appointed first aider at the trust's central office.

### 3.3 The headteacher

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

- Ensuring that an appropriate number of trained first aiders 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 HSE when necessary (see section 6)



### 3.4 School staff

All 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 3) 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
- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 office team will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### 4.2 Off-site procedures

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

- Information about the specific medical needs of pupils
- Parents' contact details
- A 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

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 class teacher or a senior leader prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

#### **4.3 Central office procedures (Central offsite office)**

The closest member of staff present will assess the seriousness of the injury and decide if the emergency services or non-emergency medical professional need to be contacted. They will remain on scene until help arrives, and complete an accident report form.

### **5. First aid equipment**

A typical first aid kit in our schools 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 in schools
- The central office

## **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 report form in appendix 3
- 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

### **6.2 Reporting to the HSE**

The Office 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. Schools send copies of these to the CFO.

The CFO Office 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).

#### **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 CFO 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

**Pupils 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 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)
- 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>

### **6.3 Notifying parents**

The classteacher 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. Parents will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

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

## **7. Training**

All 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 2).

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.

A list of central team members who have undertaken first aid training is stored in the central office.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the CEO annually.

At every review, the policy will be approved by the board of trustees.

The first aid provision will be reviewed by the first aiders at least annually.



## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Child protection and safeguarding policy



## Appendix 1: list of trained first aiders

### Bygrove Primary School

Staff member's name	Role	Type of first aid
SG	SHSW	First Aider at Work
VJ	TA	First Aider at Work
CS	HLTA	Paediatric First Aider
DN	HLTA	Paediatric First Aider
AN	HLTA	Paediatric First Aider
SG	SHSW	Paediatric First Aider
DM	MMS	Paediatric First Aider
GJ	MMS	Paediatric First Aider
JB	MMS	Paediatric First Aider
JS	MMS	Paediatric First Aider
KC	TA	Paediatric First Aider
LL	MMS	Paediatric First Aider
MC	MMS	Paediatric First Aider
RA	MMS	Paediatric First Aider
MK	TA	Paediatric First Aider
RM	TA Apprentice	Paediatric First Aider
VJ	TA	Paediatric First Aider

### Columbia Primary School

Staff member's name	Role	Type of first aid
DB	SEN TA	First Aider at Work
HZ	SEN TA	First Aider at Work
HD	Office Manager	First Aider at Work
JP	Resource & Communications	First Aider at Work



TB	Admin Officer	Paediatric First Aider
HK	HLTA	Paediatric First Aider
IC	HLTA	Paediatric First Aider
RB	Learning Mentor	Paediatric First Aider
SB	MMS	Paediatric First Aider
ML	Nursery Nurse	Paediatric First Aider
NS	TA	Paediatric First Aider
SH	TA	Paediatric First Aider
AK	Teacher	Paediatric First Aider
PJ	Teacher	Paediatric First Aider
SC	Teacher	Paediatric First Aider
SH	Teacher	Paediatric First Aider

### Hermitage Primary School

Staff member's name	Role	Type of first aid
CG	Academic Mentor	Paediatric First Aider
SA	Headteacher	Paediatric First Aider
RB	HLTA	Paediatric First Aider
SK	HLTA	Paediatric First Aider
RB	HLTA	Paediatric First Aider
AK	HLTA	Paediatric First Aider
SA	Learning Mentor	Paediatric First Aider
TP	Learning Mentor	Paediatric First Aider
SK	MMS	Paediatric First Aider
RU	MMS	Paediatric First Aider
AS	MMS	Paediatric First Aider
AE	MMS	Paediatric First Aider
RB	MMS	Paediatric First Aider



KR	MMS	Paediatric First Aider
HB	MMS	Paediatric First Aider
LN	MMS	Paediatric First Aider
SP	MMS	Paediatric First Aider
AP	MMS	Paediatric First Aider
RA	Nursery Nurse	Paediatric First Aider
PW	SEN TA	Paediatric First Aider
SB	SEN TA	Paediatric First Aider
SH	SEN TA	Paediatric First Aider
DF	TA	Paediatric First Aider
JR	TA	Paediatric First Aider
SK	TA	Paediatric First Aider
CW	TA	Paediatric First Aider
KH	Teacher	Paediatric First Aider

### **Stebon Primary School**

Staff member's name	Role	Type of first aid
SJ	TA	First Aider at Work
KL	Teacher	Paediatric First Aider & First aider at work
TB	Apprentice TA	Paediatric First Aider
MS	Cover Supervisor	Paediatric First Aider
TT	HLTA	Paediatric First Aider
AA	MMS	Paediatric First Aider
HJ	MMS	Paediatric First Aider
RA	MMS	Paediatric First Aider
SK	MMS	Paediatric First Aider
VH	MMS	Paediatric First Aider



HI	Nursery Nurse	Paediatric First Aider
LG	Nursery Nurse	Paediatric First Aider
RK	Nursery Nurse	Paediatric First Aider
AK	TA	Paediatric First Aider
FF	TA	Paediatric First Aider
HK	TA	Paediatric First Aider
JK	TA	Paediatric First Aider
SK	TA	Paediatric First Aider
SC	Teacher	Paediatric First Aider

### Central team

Staff member's name	Role	Type of first aid



## Appendix 2: first aid training log

Name/type of training	Staff who attended (individuals or groups)	Date attended	Date for training to be updated (where applicable)



### Appendix 3: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<p>Describe in detail what happened, how it happened and what injuries the person incurred</p>			
<b>Action taken</b>			
<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**

Outline what steps the school/central office will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.

**Name of person attending  
the incident****Signature****Date**