The Olympus Academy Trust
First Aid Policy

Document Summary

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Statutory or Optional policy:	Statutory
Appendices:	Appendix A – Accident Report Form
On Trust Website?	Yes
On School Websites?	Yes

Amendment History

Version	Amendment Date	Author	Amendment Summary
v0.1	1st March 2021	Head of Business Operations	• New Policy
v0.1	11th March 2021		• 'Student' changed to 'Learner' throughout at request of Audit & Risk Committee • Approved by Audit & Risk Committee
v0.1	1st April 2021		• Approved by the Board of Trustees
v1.0	1st April 2021		• Policy Issued
v1.1	22nd April 2021		• Section 5.1 'Antiseptic Wipes' replaced with 'Antibacterial Wipes'.
v1.1	6th May 2021		• Section 9.1 'Trips Policy' to be added at request of ARC. • Approved by the ARC.
v1.2	27th May 2021		• Approved by the Board of Trustees
v2.0	27th May 2021		• Policy issued.
V3.0	27th April 2022		• Policy annual review. Updated to Version 3.0
v4.0	27th March 2023	Head of Estates and Facilities	• Policy annual review
v4.1	4th May 2023	Policy coordinator	• ARC asked for Appendix B to be removed (Covid-19 Additional Procedures) • Approved by ARC
V5.0	22nd April 2024	Head of Estates & Facilities	• Annual review • Parago system added to wording of policy
V5.1	2nd May 2024	Policy Coordinator	• Sent to ARC for approval
V5.2	16th May 2024	Policy Coordinator	• Approved by ARC and circulated
V6.0	28th February 2025	Head of Estates & Facilities	• Annual review

1. Aims

1.1 The aims of the First Aid policy are to:

- Ensure the health and safety of all staff, learners and visitors
- Ensure that staff, governors and Trust central team members are aware of their responsibilities with regards to health and safety
- Provide a guidance for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

2.1 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, 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 learners.

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

All schools have trained First Aiders (First Aid at Work, Emergency First Aid at work and Paediatric first Aiders for EYFS). 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.

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 learners home to recover, where necessary.
- Filling in an accident report and recording the incident on the electronic system (currently Parago) on the same day or as soon as is reasonably practicable, after an incident (see template in Appendix A) and assisting in further investigations if required.
- Keeping their contact details up to date.
- All schools will have a displayed list of First Aiders.

3.2 The Headteacher

The Headteachers are responsible for the implementation of the policy, including:
- 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.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available in order to cater to the medical needs of learners.
- Reporting specified incidents to the HSE when necessary (see section 6).
- Ensure the first aid needs analysis is reviewed yearly and its actions implemented, including the first aid grid.

3.3 Staff

School staff are responsible for:
- Ensuring they follow first aid procedures.
- Ensuring they know who the First Aiders are in their school setting.
- Ensuring they familiarise themselves with the Medical Red Flag learners in school.
- Completing accident reports and ensuring they are recorded on the electronic system in a timely fashion adding any additional information as it is received. Informing the Headteacher or their manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 In School Procedures

Where an incident is deemed to be **life threatening,** the Trust's Central Team should be notified immediately by the Headteacher or appointed alternative in their absence.

4.2 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 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 learner is too unwell to remain in school, parents/carers will be contacted and asked to collect the learner. Upon their arrival, the First Aider will recommend next steps to the parents/carers.
- If emergency services are called, the Headteacher (or if not available the School Administration Team) will contact parents/carers immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury ensuring it is recorded on the electronic system.

4.3 Off Site Procedures

Where an incident is deemed to be **life threatening,** the Trust's Central Team should be notified immediately by the Headteacher or appointed alternative in their absence.

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

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of learners and any emergency medication required for those learners
- Access to parents'/carers' contact details.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking learners off school premises.

There will always be at least one First Aider with a current First Aid Certificate on school trips and visits:

- Emergency First Aid at Work – minimum cover for any off-site visit.
- First Aid at Work – required when medical assessment informs there is an increased risk level and for all residential and overseas visits. Paediatric First Aid – minimum cover for KS1/2 visits.

5. First Aid Equipment

5.1 A typical school first aid kit will include the following:

- A leaflet with general first aid advice.
- Regular and large bandages.
- Eye pad bandages.
- Triangular bandages.
- Adhesive tape.
- Safety pins.
- Disposable gloves.
- Antibacterial wipes.
- Plasters of assorted sizes.

- Scissors.
- Cold compresses.
- Burns dressings

No medication is kept in first aid kits.

5.2 A list of first aid equipment locations should be held in the main reception area.

6. Record Keeping and Incident Recording

6.1 First Aid and Accident Record System

- A minor accident form is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time. For primary phase children who bump their heads, a bumped head note/green wrist band should be given to the child and the parents/carers informed by way of phone call or text message. All bumped heads must be recorded on the electronic accident reporting system Parago, on the same day or as soon as practicably possible.
- Minor injuries in a secondary setting are to be recorded on the Parago accident module and then recorded against the learner's individual electronic record.
- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, to include where the accident occurred and to which part of the body.
- A copy of the accident report form will also be added to the electronic reporting system Parago by the school administrative team.
- Records held in the first aid and accident record system 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.
- Near misses will be recorded as soon as possible on the Parago reporting forms for near misses.by the first aid room or school admin team.

6.2 Reporting to the HSE

The Trust 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 Headteacher will report these to the Trust's Central Team as soon as is reasonably practicable and, in any event, within 1 working day of the incident so the Trust Central Team can submit the RIDDOR report

For further details see https://www.hse.gov.uk/pUbns/edis1.pdf

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 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.

- 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.

Information on how to make a RIDDOR report is available here:
http://www.hse.gov.uk/riddor/report.htm

7. Training

In each school the Health & Safety Lead will complete a first aid needs risk assessment and review this annually to determine the required number of first aiders and to what level as well as keeping a record of the training in line with best practice

7.1 All school staff are to be encouraged to undertake first aid training.

7.2 All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The schools will keep a register of all trained First Aiders, what training they have received and when this is valid until.

7.3 Staff are encouraged to renew their first aid training when it is no longer valid.

7.4 At all times, at least one staff member will have a current paediatric first aid (PFA) certificate in a primary setting or Emergency First Aid at work (EFAW) for a secondary setting which is updated at least every 3 years.

7.5 At all times, a minimum of 2 staff member will have a current First Aid at Work (FAW) certificate which meets the requirements and is updated at least every 3 years.

8. Monitoring Arrangements

8.1 This policy will be reviewed by the Trust's Central Team in conjunction with the Audit and Risk Committee every 2 years.

8.2 At every review, the policy will be approved by all parties.

9. Links to Other Policies

9.1 This First Aid Policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Learners with Medical Conditions Policy
- Educational Visits Policy.

10. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organization and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.

Please use the below forms if Parago is not immediately available to you, these forms must be handed in to the relevant person in your school who can upload it to Parago, in secondaries this is the first aid room in primaries this will be the admin team.

APPENDIX A

ACCIDENT/INCIDENT/NEAR MISS REPORT FORM

Section 1

DETAILS OF INJURED PERSON		
Job Title (if employee)	Establishment:	

DETAILS OF INCIDENT	
Date:	
Time:	
Brief description of what happened:	
If injury occurred, name the part/s of the body affected:	
Was medical attention given: First Aid/Doctor/Hospital/None* delete as applicable Was injured person taken directly to hospital from scene of accident: Yes or No If so by whom:	
Has the person had to stop work Yes or No If yes how long is the absence expected to last	
Details of any additional support given e.g. counselling	
Details of any witnesses	

Report completed by:	Job Title:

Section 2 to be completed if further investigation is required Section 2

MANAGEMENT ACTION	
Was the incident a reoccurrence:	Yes or No
How and why did te incident occur? Give full details of the incident investigation identifying any possible causes	
Any further information about any injury sustained:	
Did hospitalisation occur? If yes under 24hrs or over 24hrs	Yes or No
What action could be taken to avoid a similar incident:	
If applicable: Was PPE supplied and used Was PPE required Has relevant safety training been undertaken	Yes or No Yes or No Yes or No
Was the activity/workplace covered by a risk assessment: Yes or No	
Is there a need for a revised or new risk assessment: Yes or No If yes date of when completed and location:	
Is the incident reportable Yes or No. If yes complete details below	

RIDDOR
Date incident was reported:
Person who submitted report:
Is copy of report attached or saved in H & S folder

LINE MANAGER/HEADTEACHER SIGN OFF
Name of Manager
Job title
Signature and Date

Brief guide to reporting of injuries, diseases and dangerous occurrences http://www.hse.gov.uk/pubns/indg453.htm Incident reporting in school http://www.hse.gov.uk/pubns/edis1.pdf

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