



Inspire Partnership Academy Trust



Under review

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 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

First Aid Procedures

Roles and Responsibilities

Trained First Aiders:

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 pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

An appointed person is responsible for overseeing the arrangements for first aid within the school, alongside first aiders.

The appointed person's duties include ensuring:-

- That first aid equipment is available at strategic points in the school and checked/stocked by designated staff on a monthly basis. The first aid boxes are located in the following areas: All classrooms and TAs carry First Aid bags during all break times.
- That a sufficient number of personnel are trained in first aid procedures at all times.

- That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years). First Aiders 3. The Woodside Academy first aiders are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:
- Understand the role of the first aider.

Phase first aiders are responsible for ensuring that a First Aid log on both sites is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

It is the responsibility of the phase first aiders to ensure that any application of First Aid is reported to parents/carers using a medical report form (Appendix 2) to ensure the parent or carer is informed.

It is the policy of the School that the School will not, in the first instance, contact external agencies to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the emergency services, if felt appropriate. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the first aiders and telephone support if needed.

Having firstly considered the option to consult with higher trained staff, where there is any doubt about the appropriate course of action, the group leader will consult with another First Aider for advice as to how to proceed.

The Local Authority and Governing Body

Croydon Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The Governing Body 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, including:

- Ensuring that an appropriate number of appointed persons and/or 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
- 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)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing medical reports (See appendix 2) for all incidents they attend
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs.

First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Hand sanitiser

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms
- School office
- Every classroom
- The dining hall

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. These registers are stored in the medical room of each site. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class name, injury description, treatment given,
- It will be the responsibility of the Headteacher to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Governing Body as appropriate
- This policy will be monitored by the Headteacher and reviewed in accordance with any new guidance given.
- The senior leadership team and governing body will have the responsibility for ensuring this policy is formally evaluated every year or sooner if required.
- Additionally the Interim Principal and appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school.
- The safeguarding Governor will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher of the school
- This policy will form part of a period of induction of any staff member who is new to the school.

Reporting to the HSE

The School Business 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).

The School Business Manager will report these to Croydon Borough Council. They are then legally required to report the incident to the Health and Safety executive (HSE) within 10 days.

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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Reporting to Ofsted and child protection agencies

The School Business Manager 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 School Business Manager will also notify Croydon Safeguarding Children Board (CSCB) of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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 1.

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

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 and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Resources Committee and ratified by the Full Governing Body.

Appendix 1

Qualified First Aiders

Please see list below for First Aiders with A First Aid qualification
First Aid at Work- FAW, Paediatric First Aid- PFA, Emergency First Aid at Work-
EFAW, Emergency Paediatric First Aid at work- EPEFAW

NAME	QUALIFICATION	EXPIRY
Lorraine Norris	FAW	28/01/25
Selina Fritz	FAW	28/01/25
Afrene D'Souza	PFA	26/09/25
Jessica Harris	PFA	11/07/25
Jenny Marchant	PFA	05/05/24
Lucie Georgiades	PFA	10/07/25
Derek Burke	PFA	14/03/24
Ebru Karadag	PFA	10/07/25

NAME	QUALIFICATION	EXPIRY
Becky Jones	EFAW	23/06/25
Nikki Enver	EFAW	23/06/25
Melissa Dawkins	EFAW	23/06/25
Holly Walker	EFAW	23/06/25
Gaynor Brown	EFAW	23/06/25

Appendix 2

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:

This policy is based on 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 pupils