



First Aid Policy

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Contents

1. Aim.....	2
2. Legislation and Guidance.....	Error! Bookmark not defined.
3. Roles and Responsibilities	Error! Bookmark not defined.
Making First Aid procedures known	2
First Aiders in the Academy	2
First Aid Facilities.....	3
First Aid kits.....	3
Defibrillator	3
Off-site Activities.....	3
Procedure in case of accident, injury, defects or hazards	3
Hygiene / Infection Control.....	3
Record Keeping	4
Special Arrangements	4
Emergency Situations.....	4
Child Protection.....	5
Physical Contact with Students.....	5
Review of Provision	5
Links to other policies	5

1. Aim

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

2. 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 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

The school's appointed person is Sarah Powell. They are responsible for:

- 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. Senior First Aiders dealing with incidents will advise as appropriate.
- Ensuring the school First Aid Record is kept up to date and making entries to every reporting system as appropriate. This includes RIDDOR reporting as required.

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 CPOMS the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Making First Aid procedures known

It is vital that all Academy staff know who our First Aiders are and how to contact them and that there are agreed procedures in place for dealing with all kinds of emergencies, including those in isolated areas such as playing fields. This policy will be distributed to staff when updated, and First Aid notices are displayed which give the location of First Aid equipment and the location of key First Aiders.

First Aiders in the Academy

Any member of staff can volunteer to become a First Aider, however being a First Aider is also identified in the job description for certain roles. At Cottenham Village College we have a large number of First Aiders, firstly because we operate on a large site with a significant number of students and employees, and secondly to give appropriate coverage in line with national guidance on educational visits and at out of hours events on school site.

Our named First Aiders hold as a minimum valid Emergency First Aid at Work certificate (1 day course). These certificates are valid for three years and we book training for colleagues when their certification is about to run out.

An update to date list of First Aiders is available in the First Aid room, staff room and throughout the school site in team rooms.

The main duties of our First Aiders are:

- to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Academy;
- when necessary, ensure that an ambulance or other professional medical help is called.

First Aid Facilities

We have a first aid room in the main building for students to be treated - this has hand washing facilities (with hot and cold running water) plus a bed where students can lie down if necessary. This room is close to main reception should external medical assistance be required.

First Aid kits

First Aid supplies are stored in the First Aid room and mobile kits are also stored there to enable the First Aider on duty to take supplies out to the location of an accident or injury.

The nominated First Aider checks the contents of the First Aid kits monthly to ensure that stock is replenished and that any items which have reached their expiry date are disposed of safely. Medicines and tablets are not stored in our First Aid kits.

Defibrillator

Our Defibrillator is available behind Reception should an emergency of this nature occur. There is also a second Defibrillator in the Sports Centre available for use after school hours when the site is being used for lettings. Cardiac arrest can affect people of any age and without warning; if that happens, swift action in form of prompt defibrillation can help save a person's life.

Off-site Activities

Mobile First Aid kits are provided for every external Academy visit, in addition to any First Aid kits which may be provided by transport companies. These kits are monitored by the appointed First Aider and the contents vary depending on the type and length of the visit.

Procedure in case of accident, injury, defects or hazards

In case of an accident, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person
- If the injuries cannot be treated at the Academy, arrangements should be made for transportation to hospital. If critical, an Ambulance will be called, and parents/carers will be informed of the situation immediately
- All injuries must be recorded on an CPOMS by a qualified First Aider
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file a health and safety report on 'every'.

Hygiene / Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when

dealing with blood or other body fluids and disposing of dressings or equipment. All bodily fluids on the floor or other surface will be cleaned up and disposed of in a secure manner. The area will be thoroughly disinfected.

Record Keeping

A record of any First Aid treatment given by First Aiders/appointed persons is made on CPOMS which is retained in accordance with data retention guidance. This includes:

- The date and time of the incident;
- The name (and year group) of the injured or ill person;
- Details of the injury/ illness and what First Aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the First Aider or person dealing with the incident.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Academy Trust must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. Please see the following link for accidents which must be reported to the HSE: [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)

In addition, we are also required to report the following types of incident on the 'every' system via the following link: [every.education](#)

- All accidents, incidents and near misses involving employees
- Any incidents which result in pupils or members of the public requiring further medical treatment (e.g. hospital, GP, Dentist etc.)
- Any incidents which are RIDDOR reportable

As a part of our health and safety policy and annual briefing, all employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager. Any damage to the building that could be dangerous should also be reported to the Site Manager (or duty Site Officer) immediately.

Special Arrangements

In some cases, children with medical needs may be more at risk than other children. We recognise that we may need to take additional steps to safeguard the health and safety of such children. In a few cases individual procedures may be needed and these will be detailed in an Individual Health Care Plan. The SENCO is responsible for making sure that all relevant staff know about and are if necessary are trained to provide any additional support these children may require with the support of the Head of Year.

Emergency Situations

First Aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common ones asthma, diabetes, epilepsy and severe allergic reaction. Students with asthma need to have immediate access to their reliever inhalers when they need them. These students will carry their own medication where necessary. If the Academy has to give an injection for anaphylaxis, an ambulance will always be called. Students with conditions such as epilepsy, diabetes and anaphylaxis will have a plan, supplied by the NHS, in case of emergency.

Where necessary, individual Medical Emergency Response Plans are distributed to staff through the Athena system for information on steps to take in an emergency when students have more complex medical needs.

Child Protection

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for First Aid, the First Aider must inform a Designated Safeguarding Lead who will then take appropriate action.

Physical Contact with Students

The treatment of students for minor injuries, illness or medical conditions may involve members of staff in physical contact with young people. Any treatment should:

- Not involve more contact than necessary
- Be carried out wherever possible, in front of other children or adults
- Be recorded in CPOMS
- If deemed necessary in the professional judgement of the attending First Aider, parents/carers will be informed if their child has received any treatment at the Academy

Review of Provision

The Principal will review this policy and the First Aid provision provided in Academy annually at the start of each academic year to ensure that these remain fit for purpose.

Links to other policies

This policy should be read in conjunction with the Health and Safety Policy and Supporting Students with Medical Conditions Policy