



Moorlands
Learning Trust

First Aid

	Position/Committee	Date
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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 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 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 funding agreement and articles of association.

3. Roles and responsibilities

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

Beyond this, in all settings – **and dependent upon an assessment of first aid needs specific to the setting** – employers must usually have a sufficient number of suitably trained first aiders to care for people on site in case they are injured or become ill. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, the number of pupils and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The school's appointed person is identified on the school staffing list and in the staff handbook. They are responsible for:

- Ensuring that First Aiders have up to date training
- Participating in weekly risk meetings with the school's safeguarding and operational leads
- Overseeing the procedures for providing an adequate supply of medical materials in first aid kits, and that sufficient kits are available in suitable locations
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Reporting specified incidents to the HSE where necessary (RIDDOR see section 6)

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, liaising with the appointed person as required
- Sending pupils home to recover where necessary and in liaison with relevant leadership
- Filling in an accident report on the same day after an incident using the MLT incident template form
- Keeping their contact details up to date

Appointed First Aiders are listed on staff lists, telephone lists, in the Critical Incident Policy and in the staff handbook. Their names will also be displayed prominently around the school.

3.2 The Board of Trustees

The board of trustees has ultimate responsibility for health and safety matters in every school, but delegates operational matters and day-to-day tasks to the headteacher and staff members as per the school's scheme of delegation.

3.3 The headteacher/ principal

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
- Ensuring that managers undertake risk assessments, as appropriate, and that appropriate mitigation measures are put in place
- Ensuring that adequate space is available for dealing with the medical needs of pupils, staff and visitors to site
- Ensuring that a process is in place to report specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know how to gain first aid assistance
- Completing incident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Being aware of the school's health and safety policy and procedures

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 scene until help arrives. If an ambulance is called, a member of Leadership Team must be informed immediately and must be present at the scene throughout to manage the situation and support the First Aider with logistics
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will inform the parent of the circumstances and actions taken
- If emergency services are called, the parents/carers will be contacted immediately
- The first aider/relevant member of staff will complete an accident report form on the same day after an incident resulting in an injury and provide the form/details to the school's chosen central place for review and follow up

4.2 Off-site procedures

When taking pupils 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 pupils
- Parent/carer contact details

Risk assessments will be completed by the Trip Leader and reviewed by the EVC prior to any educational visit that necessitates taking pupils off school premises. There should always be a first aider present on a trip.

Where Early Years Foundation Stage pupils are taken off site, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework.

5. First aid equipment

5.1 A typical first aid kit will include at least the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape

- Disposable gloves (non-latex)
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Heat retaining blanket
- Mask
- Apron

No medication is kept in first aid kits.

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident record will be completed by the first aider/relevant member of staff on the same day after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, using the template form in Appendix 2
- The accident forms will be reviewed in the weekly risk meeting (see 3.1 above) and further action taken as required. A note of the action, or “no further action”, will be maintained with the original documentation/report
- Records of first aid and accidents 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 school's appointed person 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). These will be reported to the Health and Safety Executive 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.

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) 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 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). In this case, the first aider/relevant member of staff 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

- 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>

[Information about RIDDOR reporting for schools can be downloaded here](#)

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at <https://www.hse.gov.uk/riddor/> for more detail on the reporting arrangements for self-employed people.)

6.3 Notifying parents/carers

The first aider/relevant member of staff will inform parents/carers 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/carers will also be informed if emergency services are called.

Additional requirements for EYFS - After an accident, you **must** notify the child's parents and/or carers about the accident and any first aid given - on the same day, or as soon as 'reasonably practicable'. In addition to keeping a written record of accidents or injuries, you must also keep a record of first aid treatment in the Early Years Foundation Stage (EYFS).

6.4 Reporting to Ofsted and child protection agencies

The first aider/relevant member of staff will liaise with the school leadership team to notify Ofsted and local child protection agencies 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.

7. Training

All school staff can apply to undertake first aid training if they would like to. Some roles within school require First Aid training as an essential part of the role and this is specified on the job description.

All first aiders must have completed an approved 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 appointed person will maintain the register.

8. Monitoring arrangements

This policy will be reviewed by the CEO/CFO every three years.

At every review, the policy will be approved by the Trustees and reviewed by each school as per the scheme of delegation.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety and Premises Management Policy
- Supporting Pupils with Medical Conditions Policy

10. APPENDIX 1 - School Specific Annex

At Menston Primary School: First aid kits are stored in:

- Reception
- Medical Room
- All classrooms
- All lunchtime supervisors carry basic first aid equipment in their waist bags so that they can administer first aid for minor cuts in the playground.

Defibrillator:

At Menston Primary School there is one defibrillator on site, which is located in the Medical Room in the Link building.

11. APPENDIX 2 MLT Incident Record Form

About the pupil who had the incident			
Name		Class or Form	
About you, the individual filling in this record			
Name		Department	
Details of the incident			
When it happened. Date		Time	
Where it happened. Location			
How did the incident happen?			
Give the cause if possible			
If the pupil suffered an injury Give details inc. treatment			
Have the parents been informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	How? <input type="checkbox"/> Copy of Record <input type="checkbox"/> Verbally <input type="checkbox"/> Other (please state)		
State any first aid replacements required? <input type="checkbox"/> Epi-pen <input type="checkbox"/> Diabetic Kit <input type="checkbox"/> Ice pack <input type="checkbox"/> Other (please state)			
What happened afterwards? The casualty went: <input type="checkbox"/> Home <input type="checkbox"/> to hospital <input type="checkbox"/> to GP <input type="checkbox"/> in ambulance <input type="checkbox"/> back to school <input type="checkbox"/> Other (please state)			
Please provide any details			
Follow up actions required? (e.g. site repairs, new procedures, update risk assessment, advised to seek further medical attention) Please state in box below:			
<i>IF YOU ARE CURRENTLY ON A RESIDENTIAL SCHOOL TRIP PLEASE EMAIL THE FORM IMMEDIATELY TO: The Operations Manager, Hannah Veil (for possible RIDDOR reporting and Insurance follow up)</i>			
Sign the record and date it.			
Print Name _____ Sign _____ Date _____			
Is the incident RIDDOR reportable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> I don't know			
Details checked for risk meeting sign off and Every completion:			
Print Name _____ Sign _____ Date _____			
For RIDDOR reporting only			
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations			
How was it reported?			
Print Name _____ Sign _____ Date _____			

Notes for completion

What's an incident?

Something that has unintentionally happened, and has the *potential* to cause damage (to persons or property), harm or injury if it happened again. A follow-up is most likely required - it might need attention from site team to a premises issue, or it might need a review of your area's risk management processes. Recording incidents is a crucial part of preventing future accidents!

What's an accident?

Something that unintentionally happened, which *did* cause damage, injury or harm. It needs a follow-up, or a sign off confirmation.

What's a near miss?

A recordable incident that needs investigating and recording. If it is dangerous, it may need reporting under the RIDDOR regulations so we need to know about it.

All incidents and accidents must be reported using this INCIDENTS form, which can be obtained from the medical room or main reception office. If in doubt, record it and ask for clarification from your school's Operational Lead. There is a school weekly risk management meeting to review all incidents and accidents. **Please ensure that all incident/accident forms are delivered to the main reception office within 24 hours of the incident occurring.**