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Statutory Policy:	Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

First Aid Policy

Approved by:	**Estates & Safeguarding Committee**
Date:	**January 2025**
Next review date:	**January 2026**

Adopted by school:	**John Henry Newman Academy**
Date:	**April 2025**

Contents

1. Aims....2
2. Legislation and guidance....3
3. Roles and responsibilities....4
   3.1. Appointed person(s) and first aiders....4
   3.2. ODST and Local Governing Bodies (LGBs)....4
   3.3 The headteacher....5
   3.4 Staff....5
4. First aid procedures....5
   4.1. In-school procedures....5
   4.2. Off-site procedures....6
5. First aid equipment....7
6. Record-keeping and reporting....7
   6.1. First aid and accident record book....7
   6.2. Reporting to the HSE....9
   6.3. Notifying parents....10
   6.4. Reporting to Ofsted and child protection agencies....10
7. Training....11
8. Monitoring arrangements....11
9. Links with other policies....11

Appendix 1: list of first Aiders....12
Appendix 2: Accident report form....13
Appendix 3: first aid training log....14
Appendix 4: school incident reporting flowchart....15
What should I report on Smartlog?....16
When are incidents reportable to Health and Safety Executive (HSE) under RIDDOR?....16
Definitions....17
Retention of records....17

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 (DfE) 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:

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, and 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 – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. (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, and the location of the school. The appointed person does not need to be a trained first aider.)

ODST Trustees would like schools to work towards 'Best Practice' for cover levels as follows;

- All staff to have watched the ODST produced 'Introduction to First Aid' video on Smartlog.
- All schools to have at least two fully trained First Aiders in 'First Aid at Work' to cover adults as well as children (3 day course).
- All schools to have all Early Years staff trained to Peadiatric First Aid level (12 hour course).
- All schools to train all staff to Emergency Peadiatric First Aid level (6 hour course).

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. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

3.1. Appointed person(s) and first aiders

The school's appointed [person(s) is/are The School Business Manager, Office Manager & Site Supervisor. 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 (see the template in appendix 2)
- Keeping their contact details up to date
- Our school's are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2. ODST and Local Governing Bodies (LGBs)

ODST 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 LGB.

The LGB delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of 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 for catering to the medical needs of pupils
- Reporting 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 who the first aiders in school are
- Completing accident reports for all incidents they attend to
- 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 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 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 recommend next steps to the parents/carers
- If emergency services are called, the Office Staff 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:

- A school mobile phone or member of staffs personal 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

Information about the specific medical needs of pupils – this can be paper or cloud based depending on the school's individual systems

Parents/carer's contact details

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 Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

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 for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school 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

· Antiseptic wipes

· Plasters of assorted sizes

· Scissors

· Cold compresses

· Burns dressings

· No medication is kept in first aid kits.

· First aid kits are stored in:

First Aid boxes located in

- The Hall
- School Office
- Herschel Buildng
- Newman building
- KS1 area
- Reception
- Nursery
- Hub Building

6. Record-keeping and reporting

6.1. First aid and accident record book

An accident form will be completed by the first aider/relevant member of staff 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 form at appendix 2

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.

Follow the ODST Reporting Accidents Flow Diagram (Appendix ?) to determine if the accident should also be recorded on Smartlog.

6.2. Reporting to the HSE

The School Business Manager will keep a record of any accident that 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 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.

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 School Business Manager 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 where 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); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Follow the ODST Reporting Accidents Flow Diagram (Appendix 4) to determine if the accident should also be recorded on Smartlog.

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE

6.3. Notifying parents

The Class Teacher 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.

6.4. Reporting to Ofsted and child protection agencies

Note: only early years providers registered with Ofsted are required to report an accident or injury to Ofsted. This does **not** include schools with EYFS provision.

If you're unsure if this applies to your setting, check the Unique Reference Number (URN) of your early years provision. If it's registered under the same URN as the school, you're **not required** to report incidents to Ofsted. If your early years provision has a separate URN, it is registered with Ofsted and must report incidents.

The School Business Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 ODST & OCC of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school 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 3).

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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that 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 School Business Manager or Estates Manager every year.
At every review, the policy will be approved by the Head Teacher and Resources Committee of the Governing Body.

Links with other policies
This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of Epi pen and Paediactric first aiders.

Name & Type of First Aider	Epi Pen	Paediatric First Aid	Expiry date
PBA	YES	YES	Nov 2027
SCG	YES	YES	Sept 2026
EC	YES	YES	Nov 2026
DC	YES	YES	Nov 2026
KD	NO	YES	Nov 2026
BE	YES	YES	Nov 2026
CG	YES	YES	Nov 2027
DH	YES	YES	Nov 2027
JH	YES	YES	Nov 2027
AH	YES	YES	Nov 2026
CK	YES	YES	Nov 2026
NK	YES	YES	Nov 2026
HK	NO	YES	Nov 2026
BK	YES	YES	Nov 2027
SL	YES	YES	Nov 2026
TL	NO	YES	Nov 2026
LM	YES	YES	Nov 2027
GOL	YES	YES	Nov 2027
NP	YES	YES	Sep 2026
CS	YES	YES	Sep 2026
JS	YES	YES	Sep 2026
FS	YES	YES	Sep 2026
JS	YES	YES	Nov 2027
BT	NO	YES	Nov 2026
NT	YES	YES	Sep 2026
KV	NO	YES	Nov 2026

Appendix 2: Accident report form

Name of injured person		Role/Class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up Action required			
Outline what steps the school 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	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Appendix 4: school incident reporting flowchart

SCHOOL INCIDENT REPORTING FLOWCHART

	Non-employee •Pupil Parent •Visitors to site •Contractors		Employee This includes volunteers, part time, temporary or a self-employed person working on your site.	
SCHOOL	**Accident, injury or near miss** **Minor -** such as a graze. Record locally and inform parents as per the schools First Aid Policy	**Violent incident involving students** **Minor -** Record locally as per school's behaviour management policy	**Accident, injury or near miss** **Minor -** Record locally. Consider recording near miss reports on Smartlog	**Verbal abuse/threat** **Minor -** Record locally in accordance with school policy
SMARTLOG	**Accident, injury or near miss** **Moderate* -** significant first aid, HSE major injury/dangerous occurrence. Record and report on Smartlog. Initiate remedial action and review report within 7 days	**Verbal abuse, threat or violent incident**** Record and report on Smartlog Initiate remedial action and review report within 7 days	**Accident, injury or near miss** **Moderate* -** first aid required, HSE major injury/dangerous occurrence Record and report on Smartlog Initiate remedial action and review report within 7 days	**Verbal abuse, threat or violent incident**** Record and report on Smartlog Initiate remedial action and review report within 7 days
HSE	**Identify if the fatality/accident resulting in hospital treatment/ dangerous occurrence is RIDDOR reportable**† e.g. an injury to non-employee results in death or being taken directly to hospital for treatment as a result of the condition, design or maintenance of premises/equipment or inadequate supervision arrangements† or a specified dangerous occurrence. For more guidance see overleaf and www.hse.gov.uk/pubns/edis1.pdf **Fatality:** notify HSE immediately by telephone **0845 300 9923** and email ian.frost@oxford.anglican.org **All other reportable incidents:** report to HSE as soon as possible and within 10 days of the incident Initiate remedial action and review report on Smartlog within 7 days		**Identify if the fatality/specified injury/occupational disease/violent incident/dangerous occurrence is RIDDOR reportable**† e.g. a work-related† injury to employee results in death, hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends and Bank Holidays), is a specified injury or occupational disease or a specified dangerous occurrence. For more guidance see overleaf and www.hse.gov.uk/pubns/edis1.pdf **Fatality/specified major incidents:** notify HSE immediately by telephone **0845 300 9923** and email ian.frost@oxford.anglican.org **All other reportable incidents:** report to HSE as soon as possible and within 10 days of the incident Initiate remedial action and review report on Smartlog within 7 days	

For further assistance please email Sam.Rhodes@odst.oxford.anglican.org or Steve.Bryan@oxford.anglican.org
In the event of an emergency please call 07855 126010 or 07804 740031

What should I report on Smartlog?

- Accidents that cause injury, ill health or damage to anyone in school, except minor injuries such as grazing which should be recorded locally. Head Bumps that do not leave a contusion should be reported locally,
- Specified 'dangerous occurrences' and near miss incidents that could have resulted in a significant injury.
- Incidents of severe abuse, threats to staff and physical assault.

Smartlog will prompt you to record the information needed including the date, time and place of the event; personal/injury details of those involved; and a brief description of the nature of the event. It is good practice to record adequate details about the incident circumstances.
Please ensure that after completing an Accident Report this is reviewed in Submitted Reports and marked as complete within seven days. This review should be completed by a nominated (responsible) person.

When are incidents reportable to Health and Safety Executive (HSE) under RIDDOR?

Incidents involving the death of any person, a non-employee being taken directly to hospital for treatment, specified diseases/injuries to employees (including accidents which prevent the injured employee from continuing their normal work for more than seven days, not counting the day of the accident but including weekends and other rest days) or specified dangerous occurrences are reportable to HSE only where the following apply:

Non-employees – where the accident 'arises out of or is in connection with work' i.e. if the responsible person at the school considers it was caused by any of the following: • failure in the way a work activity was organized (eg inadequate supervision of a field trip); • the way equipment or substances were used (eg machinery, experiments etc); • the condition of the premises (eg poorly maintained or slippery floors). Note that most playground accidents due to collisions, slips, trips and falls are **not** normally reportable to HSE, see www.hse.gov.uk/pubns/edis1.pdf Section 2.	**Employees** – where the accident is 'work-related' i.e. if any of the following played a significant role: • the way the work was carried out; • any machinery, plant, substances or equipment used for the work; • the condition of the site or premises where the accident happened. For more information, including incidents involving physical violence, see www.hse.gov.uk/pubns/edis1.pdf Section 1.

If you consider a RIDDOR report may be required, please contact the ODST Compliance team for support and advice. RIDDOR reports should be submitted as soon as possible and within 10 days of the incident. The key exception is in the case of an over-seven-day incapacitation of an employee which, if identified as reportable to HSE as above, must be submitted within 15 days.

Definitions

* **Moderate injuries** involving children/young people are those where significant first aid is provided; so, sprains, strains, moderate head bumps, fractures, serious cuts
* **Moderate injuries** involving employees are any (apart from minor injuries) that require first aid
** **Verbal abuse -** employees should report incidents of verbal abuse where it has a significant impact on them and where they feel threatened.

Head injury in children and young people – advice for parents and carers can be found in the NHS leaflet 'Head Injury Advice Sheet' available here: CS45385_NHS_Head_Injury_Advice_Sheet (what0-18.nhs.uk)

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Retention of records

- Adult (over 18 years old) accident records need to be kept for at least three years.
- Pupil accident records need to be kept for three years from their 18th birthday.