



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Policy: First Aid

Member of Staff Responsible

Kristin Smith

Approved by Full Board on:

28 11 24

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First Aid policy

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1. Policy Scope

This policy is for all staff, students, parents and carers, governors, visitors and partner agencies who work with the school. It provides principles, guidelines and procedures as to how Harrogate Grammar School provides first aid.

2. 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

3. 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

4. Links to other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting students with medical conditions

- Management of off-site visits
- Medical policy

5.Roles and responsibilities

5.1 Appointed person(s) and first aiders

The school's appointed **lead** first aider is **Mr A Thurley**. They are responsible for:

- Taking charge when someone is injured or becomes ill – **this may be delegated to the first responder attending the incident.**
- 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

5.2 Red Kite Learning Trust and Local Governing Board

RKLT 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 local governing board.

The Local Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

5.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, **and may delegate some of these responsibilities to the deputy:**

- 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 for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

5.4 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

6. First aid procedures

6.1 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Year **M**anager or member of SLT will contact parents immediately
- The first aider/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

The procedure for calling an ambulance can be found in Appendix 4.

6.2 Off-site procedures

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

- A school mobile phone

- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the EVAC coordinator prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

6.3 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:

- The First Aid room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

7.Record-keeping and reporting

7.1 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

- A copy of the accident report form will also be added to the pupil's educational record by the Year Manager
- 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.

7.2 Reporting to the HSE

Mr A Thurley 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 process for reporting these is:

1. Notify RKLTH&S contacts (Trust Estates Manager)
2. Trust H&S to notify Health and Safety Executive Online
3. Trust H&S decides on the level of accident/incident investigation required and implement with school contact

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>

8. 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).

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

9. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher every 2 years. At every review, the policy will be approved by the Headteacher and Local Governing board.

Appendix 1: List of trained first aiders

Staff member's name	Role	Renewal Date
Bev Warren	Student Support Manager	14 11 27
Joanne Sutcliffe	Teacher	22 06 25
Mel Oliver	Year Manager	10 01 26
Sharon Hardcastle	Student Support	08 09 25
Carly Jackson	Assistant Director Sixth Form	28 09 25
Adam Thurley	Year Manager	20 06 26
Gemma Armstrong	Student Support Manager	03 07 26
Tracey Reed	Sixth Form Attendance Officer	03 07 26
Kate Wilkinson	Year Manager	20 06 26
Marie Ellenthorpe	Year Manager	22 05 27
Chris McDonald	Teacher	22 05 27

Appendix 2: Accident report form



Accident, Violent Incident, and Near Miss Report Form Template

To be completed by member of staff making report of accident, violent incident or near miss.
Please return completed form to Student Services or email HGSFirstAidAdmin@hgs.rkt.co.uk

Academy Name	Accident Date: Approx Time:	Location of Accident (e.g. building and room no.)
Name of Injured Person:	Date of Birth:	
Home Address of Injured Person	Contact Telephone No.	

Tick all relevant boxes below:

Employee	Pupil	Contractor	Volunteer	Work Placement			
Other Service User/Hirer	Agency Staff		Member of Public				
If Employee:	Teacher	TA	Admin	Catering	Site	Technician	Other
Parent/Next of Kin Contacted	YES/NO	Time:	Comments:				

TYPE OF INCIDENT (Tick Below)

Date and Time Reported	Accident	Violent Incident	Other Ill Health	Near Miss
<p>If there was an injury, what was it, exactly what part of the body was injured and what treatment was given? (e.g. small cut on middle finger of left hand, plaster applied)</p>				
<p>Describe in detail what happened (include what the person involved was doing at the time, any part played by other people and any other factors)</p>				

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)
<i>First Aid at Work</i>	Bev Warren	Student Support Manager	14 11 27
	Joanne Sutcliffe	Teacher	22 06 25
	Mel Oliver	Year Manager	10 01 26
	Sharon Hardcastle	Student Support	08 09 25
	Carly Jackson	Assistant Director Sixth Form	28 09 25
	Adam Thurley	Year Manager	20 06 26
	Gemma Armstrong	Student Support Manager	03 07 26
	Tracey Reed	Sixth Form Attendance Officer	03 07 26
	Kate Wilkinson	Year Manager	20 06 26
	Marie Ellenthorpe	Year Manager	22 05 27
	Chris McDonald	Teacher	22 05 27

Appendix 4: Procedure for calling an Ambulance to school

PROCEDURE TO FOLLOW IF A STUDENT HAS AN ACCIDENT OR SERIOUS ILLNESS THAT REQUIRES AN AMBULANCE TO BE CALLED TO SCHOOL
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- Following a serious accident or serious illness to a student the member of staff present will contact reception to ask for a First Aider to attend.
- The First Aider on call will attend and assess the situation and if required will call or ask a member of SLT to call an ambulance.
- **Please only call an ambulance if a student cannot be moved or if they have life threatening injuries.**
- If a student suffers an injury i.e. sprain/strain, bruising, possible fracture, but can be moved it is advised that parents are contacted to take their child to hospital by car.
- The First Aider will request a member of SLT to attend, preferably the Director of School for that Key Stage, and the Year Manager. They must have a Walkie Talkie with them, and preferably a mobile phone if the location is outside the building.
- The member of SLT will allocate roles to those on scene.
- The Year Manager will call the parents of the injured/ill student.
- The person calling an ambulance must be at the scene and remain there.
- Parents will be asked by the Year Manager to come straight to school to escort the student in the ambulance to hospital.
- If parents cannot get to school in time they will be asked to go straight to the hospital to meet up with the student. If this is the case the student **must be** escorted in the ambulance by a member of staff who will stay with the student until passed onto the care of a parent. This will be arranged by the First Aider and the member of staff does not need to be first aid trained. Once the student has been passed into the care of a parent the member of staff will return to school.
- The Site Team will be contacted to help direct the ambulance staff the way to the student who is injured or not well.
- The member of SLT, plus lead First Aider, will then ensure an accident form is completed by all members of staff present. Sarah Davies will issue the accident form.
- The accident form must be completed the same day and returned to Sarah Davies who will file it and send a Riddor report to the Trust.