




# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee  
**Registered in England:** Company Number 10760863  
**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH  
[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

	Upminster Infant & Junior Schools	
	Policy review Date	18 <sup>th</sup> December 2020
	Date of next Review	1 <sup>st</sup> January 2022
	Who reviewed this policy?	Mr C W Hobson
	Date approved by Board of Trustees?	1 <sup>st</sup> January 2021

## First Aid Policy

### Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	2
4. First aid procedures .....	3
5. First aid equipment.....	4
6. Record-keeping and reporting .....	5
7. Training.....	6
8. Monitoring arrangements .....	6
9. Links with other policies .....	6
Appendix 1: list of appointed persons for first aid and trained first aiders .....	7
Appendix 2: accident report form.....	9
Appendix 3: first aid training log .....	10



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee  
**Registered in England:** Company Number 10760863  
**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH  
[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

## 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 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
- [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

### 3.1 Appointed person(s) and first aiders

The school's appointed lead First Aiders are **XXXX and XXXX**. They are responsible for:



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

- 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

Appointed Lead 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 list of appointed Lead First aiders are listed in appendix 1. 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 the school, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

## 3.4 The Head of School

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

- 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)

## 3.5 Staff

School staff are responsible for:



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed Lead First aiders in school are
- Completing an accident log (see appendix 2) for all incidents they attend to where the appointed persons are not called
- Informing the Head of School 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
- First aiders will assess the injury and decide if further assistance is needed from the appointed Lead First Aiders or the emergency services. They will remain on scene until help arrives
- The appointed Lead First Aiders will then also decide whether the injured person should be moved or placed in a recovery position
- If the appointed Lead First Aiders judges that a pupil is possibly too unwell to remain in school, they will liaise with the most senior member of staff in charge, and then contact parents to collect their child. Upon their arrival, the appointed Lead person will recommend next steps to the parents.
- If emergency services are called, the Head of School, or the Deputy Head of School in their absence, will contact parents immediately
- The appointed person will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 4.2 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 designated Group Leader for the visit 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.



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

## 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:

- The medical room
- The back office behind the main admin office

## 6. Record-keeping and reporting

### 6.1 First aid and accident record keeping

- XXXXX School use Medical Tracker to record incidents resulting in an injury at school.
- An accident log will be completed by the appointed person 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 log will also be added to the pupil's educational record by the appointed person.
- Records held in the first aid and accident log 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 appointed Lead First Aiders 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).



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

The Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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>

## 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).

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



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

## 8. Monitoring arrangements

This policy will be reviewed by the Head of School annually.

At every review, the policy will be approved by the Board of Trustees.

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 2: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>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</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	



# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee  
**Registered in England:** Company Number 10760863  
**Registered Office:** Whybridge Junior Academy, Rainham, Essex, RM13 7AH  
[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

## 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>Full first aid/ emergency first aid at work</i>			
<i>Full first aid/ emergency first aid at work</i>			
<i>First Aid</i>			
Epilepsy			
Diabetes training			