



TOLWORTH GIRLS' SCHOOL & SIXTH FORM

FIRST AID POLICY

Adopted: June 2018

Next Review: June 2020

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	2
4. First aid procedures.....	4
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 trained first aiders	7-8
Appendix 2: accident report form	9-11
Appendix 3: first aid training log.....	12
Appendix 4: Emergency protocol.....	13-14

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 students

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The management of first aid at Tolworth Girls' School & Sixth Form is undertaken by Robyn Munro, SENCO/Head of Inclusion. On a day to day basis there are two designated members of staff who are directly responsible for first aid - Designated First Aiders (DFA).

In addition, there are members of staff who have had first aid training and will be called upon if the DFA is not present. (refer to Appendix 1)

3.1 Appointed person(s) and first aiders

The Academy's appointed DFAs are Mrs Sue Humphries and Mrs Linda Stratton-Parker. 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 students 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

The Academy's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the Academy.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the Academy, but 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 DFAs and trained first aid personnel are present in the Academy 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 students
- Reporting specified incidents to the Local Authority Health & Safety Advisor when necessary (see section 6)

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the Academy are
- Completing accident reports (see Appendix 2) for all incidents they attend to where a DFA is not called
- 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 DFA, if appropriate, who will provide the required first aid treatment
- The DFA, 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 DFA will also decide whether the injured person should be moved or placed in a recovery position
- If the DFA judges that a student is too unwell to remain in the Academy, Parents/Carers will be contacted and asked to collect their child. Upon their arrival, the DFA will provide a first aid update.
- If emergency services are called, the DFA will contact Parents/Carers immediately
- The DFA 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 Emergency First Aid protocol - (refer to Appendix 4)

4.3 Off-site procedures

When taking students off the Academy's 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 students
- Parents/Carers' contact details

Risk assessments will be completed by the staff member with responsibility for organizing the trip prior to any educational visit that necessitates taking students off the Academy's premises. We will aim to have one qualified First Aider for all Academy trips

5. First aid equipment

A typical first aid kit in our Academy 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

NB: No medication is kept in first aid kits.

First aid kits are stored in:

- Pastoral Reception area (at the desk)
- Medical room
- Science Department
- Design & Technology Department
- Site Team Office
- Middle Office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the DFA or 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 student's educational record by the DFA on SIMS

6.2 Reporting to the Local Authority Health & Safety Advisor

The DFA 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 DFA will report these to the Headteacher who will inform Local Authority Health & Safety Advisor 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/academies 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>

6.3 Notifying Parents/Carers

The DFA will inform Parents/Carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the Local Authority Designated Officer (LADO) and RBK Social Services of any serious accident or injury to, or the death of, a student while in the Academy's care.

7. Training

All Academy 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 Academy 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.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Headteacher and full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Risk assessment policy
- Supporting Students with Medical Conditions

Appendix 1: List of trained First Aiders

Staff member's name	Role	Contact details
Mrs S Humphries	First Aider/Receptionist	020 8397 3854 x167
Mrs L Stratton-Parker	First Aider/Receptionist	020 8397 3854 x167
Mrs T Greig	Cover Supervisor	020 8397 3854
Mrs L Viola	Teacher (English)	020 8397 3854
Mr L Knicz	Teacher (History)	020 8397 3854
Mrs R Salmon	Teacher (Maths)	020 8397 3854
Mrs A Pond	Teacher (MFL)	020 8397 3854
Miss C Kelly	Teacher (PE)	020 8397 3854
Mrs J Brigdale	Reception	020 8397 3854
Mrs L Roberts	Reception	020 8397 3854
Ms S Currie	Teacher (RS)	020 8397 3854
Mr J Mulligan	Teacher (Science)	020 8397 3854
Mrs J Pelham	Teacher (Science)	020 8397 3854
Mrs L Webb	Science (Lead Science Technician)	020 8397 3854
Mr M Perry	Senior Leadership Team	020 8397 3854

Miss N Asprey	Social Sciences	020 8397 3854
Mrs V Sokal	Lead Student Support Worker	020 8397 3854
Mrs N Allan	Supply Cover Supervisor	020 8397 3854

Appendix 2 - Accident reporting form

Royal Borough of Kingston

INCIDENT FORM

Surname: _____

First Name: _____

Department/
School

Job Title: _____

Staff Member

Pupil

Service User

Contractor

Visitor

Home Address:

Date of Birth:

DETAILS OF THE INCIDENT

Date

Time

Location

Describe events leading to and resulting in the incident

What caused the incident?

<u>Part Injured</u>	<u>Type of Injury</u>	<u>Cause</u>	
Finger/Thumb	Cut	Violence at work	
Hand	Graze/Bruise	Slip/Trip/Fall	
Arm	Fracture	Strike by moving object	
Head	Dislocation	Moving/Lifting	
Eye	Burn/Scald	Collision	
Neck	Burn/Chemical	Machinery/Equipment in motion	
Chest	Crushing	Hand power tools	
Back	Puncture/Bite	Chemicals	
Leg/Ankle	Strain/Sprain	Electricity	
Foot	Loss of consciousness	Fire	
No apparent injury	No apparent injury	Sport	
Other	Other	Other	

Major Injury
(see guidance notes
in H& S Handbook)

Time off work
(unable to continue
duties)

Dangerous Occurrences

Any of the above situations should be **reported immediately** to the RBK Health & Safety Adviser.
Telephone 020 8547 5178, Fax 020 547 5186, email health&safety@rbk.kingston.gov.uk

Minor Injury

Violence

Near Miss

(Additional reporting may be necessary
See H&S Handbook for more details)

Action Taken

First Aid given

Sent to Hospital

(from school/workplace)

Health & Safety/Adviser Informed

Sent Home

Manager:

Date Informed:

Follow-up action required to prevent reoccurrence

Date: _____

Signature: _____

For more information: -

Please refer to the Health & Safety Handbook

Return form to: Health, Safety & Welfare Unit

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)
Achieving for Children First Aid at Work (3 days)	Mrs L Webb Mrs J Brigdale Mrs L Roberts Mrs Humphries	11/05/16 11/05/16 28/11/16 15/11/17	12/05/19 12/05/19 29/11/19 16/11/20
Surrey First Aid Training First Aid at Work (3 days)	Mrs L Stratton-Parker	10/05/18	10/05/21
NASFA - Emergency First Aid London Ambulance Service	Mrs R Salmon Mrs A Pond Mrs J Pelham Mr M Perry	29/06/15	28/06/18
St John's Ambulance Schools First Aid (1 day)	Mr J Stephenson Mrs T Greig Mrs L Viola Mr L Knicz Miss C Kelly Ms S Currie Mr J Mulligan Mrs N Allan	15/06/16	14/06/19
First Aid Training	Miss N Asprey	12/02/16	11/02/19
St John's Ambulance First Aid	Mrs V Sokal	21/03/16	20/03/19
Whole Staff INSET EpiPen Training	All staff	September 17	
Mental Health First Aid	Mrs V Sokal	28/03/17	27/03/20

Appendix 4 - Emergency Protocols

FIRST AID EMERGENCY PROTOCOL

In a medical emergency, the first adult on the scene should assess the need.

Make sure it is a safe area.

A medical emergency could be:

1. Unconscious casualty who is not breathing
If the Casualty is unconscious and not breathing the Defibrillator must be sent immediately to the incident.
2. Heart attack suspected
3. Unconscious state following a fall
4. Anaphylaxis
5. Asthma Attack
6. Faint
7. Fit
8. Broken limbs
9. Serious wounding
10. Serious burn

A **3 day first aider** should be called. **DO NOT MOVE THE CASUALTY**

First Aider must be given: **Student's Name, Problem** and **Exact Location**.

(Staff need to be notified of their nearest first aider).

The first aider should grab their **emergency kit including a radio or telephone** and attend the casualty.

Once the First Aider has done their assessment of the casualty, **if an Ambulance is needed:**

Call for an ambulance using a mobile phone without delay.

Ambulance control will need:

- Patient's name
- Date of Birth
- Location and postcode of the school. (On all ID cards)

Tolworth Girls' School and Sixth Form. Tala Close, Surbiton, Surrey, KT6 7EY.

Telephone Number 020 8397 3854

- What is wrong with the casualty
- Any other known medical conditions

Once the Ambulance has been called, **Reception must be contacted.** They will need to know:

- Patient's name
- What the emergency is
- Where the casualty is

Other members of staff may act as messengers and **block other students from the casualty area.**

First Aider hands over to the Paramedics with clear, concise details. Data Sheets and Care plans, printed by Reception must be handed to Paramedics.

When **Reception** receives a call that an Ambulance has been called, they **must make sure they know:**

- **Who** the casualty is
- **Where** the casualty is
- **What** the emergency is

Reception must:

- **Radio Site Team to meet and escort Ambulance** and inform of exact location of casualty
(NOTE: A car ambulance may be sent first, in addition to a second Ambulance, slightly later)

SITE TEAM: Respond immediately to radio contact from reception, meet Ambulance at front gate and escort to casualty. Then RETURN TO GATE IN CASE OF 2nd AMBULANCE.

- Dispatch **2nd First Aider ASAP** (Division of responsibilities to be the decision of the first responder)
- **Print Data Sheet** of student casualty and **Student Health Care Plan from SIMS** and send to casualty location.
- **Notify Parent/Carer** of situation Reception must make every effort to encourage the parents to come to school and be available to go to the hospital; however, this is not always possible.
- **Email key members of staff** to inform them that an Ambulance has been called (e.g. SLT, HOY, Form Tutor)

If the casualty is going to hospital without a parent/ carer the Hospital Procedure below should be followed by reception staff:

Travelling in Ambulance without Parent/ Carer:

Before 3.00pm A member of the SSW or office team will accompany this student in the ambulance

AFTER 3.00pm A member of the LT or willing member of the office team will escort the child to the hospital

Staff member will wait with the child until the parent/ carer arrives.

Travelling by Taxi/ Car without Parent/ Carer:

If an Ambulance is not available and the advice given is to take the child to hospital and their parents are not available:

Before 3.00pm A taxi can be called and the child escorted by a member of the SSW team/ front office

AFTER 3.00pm A member of LT will take the child to hospital in their car **if they are insured** along with a willing member of the front office or another member of LT.

Or a Taxi can be called and a member of LT will escort the student.

Staff member will wait with the child until the parent/ carer arrives.