



First Aid Policy

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

Review Date	Changes made	By whom
July 2020	Policy created	Mathew Rogers
July 2021		

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2020-21	January 2021	Alan Scott, ratified by Chair of Pastoral Committee Roz Webster

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1. Mission, vision, values and aims

Mission statement

Burnage Academy for Boys is an inclusive school community where students, staff and families all work together to ensure that boys will be the best they can be.

Vision

At Burnage Academy for Boys we will develop:

- RESILIENCE – we will teach students the skills to face all challenges in life with determination and self-awareness.
- INDEPENDENCE – we will create confident individuals who are able to think critically and make informed decisions.
- CARE – we will go further to make a difference to our students, staff and families, creating a safe space in school.
- SUCCESS – we will celebrate the progress and achievement of all in our school community, recognising that boys do better at Burnage.
- TOGETHERNESS – we will ensure all students take part fully in the range of diverse cultural experiences that Burnage and Manchester has to offer them.

Values

- Resilience
- Independence
- Care

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 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, trained first aid persons are:

- Mr. John Haddon – Exams Officer
- Ms. Sheila Williams – LRC Lead / TA
- Mr. Richard Lawther – Rowan House Leader
- Mr. Chris Lewis – Maple House Leader
- Ms. Sally Cottrill – Ash House Leader
- Mr. Gary Kelembeck – Behaviour Mentor
- Mr. Mohammed Osman – Behaviour Mentor

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 in the accident report booklet after an incident and passing a copy of this report onto the relevant parent/carer

- Keeping their contact details up to date

3.2 The Governing Body

The Governing Body 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.

3.4 The Headteacher

The headteacher 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 including the provision of a clear first aid rota and how to call upon first aid if needed through student reception
- 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:

- 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

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 through contacting student reception, if appropriate, who will provide the required first aid treatment using full PPE

- 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 first aider 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, passing on a copy of this form to the parent/carer
- If symptoms are consistent with those of Covid-19 the pupil is to be escorted into one of our isolation rooms at a 2 metre distance on the main street. Parents will be called to immediately pick the pupil up from the main gates. A Covid-19 test kit will be issued to the pupil with the family instructed to immediately inform the school upon receipt of the result of the test. The first aider will also contact the maintenance team to request deep cleaning of the isolation room before another pupil uses it. If the test is positive the school will begin Covid-19 procedures around instructing pupils and staff affected to self isolate for 7 days and deep cleaning of affected areas.

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
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- PPE kits for the appointed first aider to prevent the possible spread of Covid-19
- 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:

- Student reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider who dealt with the first aid 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.
- A copy of the accident report form will also be sent to the parent / carer
- 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.
- The accident report book will be held in the Student Reception office.

6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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>

6.3 Notifying parents

The first aider who dealt with the incident will inform parents 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. They will also provide a copy of the record from the accident reporting book.

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 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.

The Headteacher will also notify the MCC Designated Safeguarding Officer (LADO) 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

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 Deputy Headteacher (Pastoral) every year.

At every review, the policy will be approved by the Pastoral Committee and/or Full Governing Body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy, found at: <https://burnage.manchester.sch.uk/school-policies/>
- Risk assessment policy, <https://burnage.manchester.sch.uk/school-policies/>
- Policy on supporting pupils with medical conditions, <https://burnage.manchester.sch.uk/school-policies/>
- Child Protection and Safeguarding Policy, <https://burnage.manchester.sch.uk/school-policies/>

Appendix 1: list of school first aiders

Staff member's name	Role	Contact details
Mr. John Haddon	Exams Officer	0161 432 1527 / Ext 7410 / Ext. 7411
Ms. Sheila Williams	LRC Lead / TA	0161 432 1527 / Ext 7410 / Ext. 7411
Mr. Richard Lawther	Rowan House Leader	0161 432 1527 / Ext 7410 / Ext. 7411
Mr. Chris Lewis	Maple House Leader	0161 432 1527 / Ext 7410 / Ext. 7411
Ms. Sally Cottrill	Ash House Leader	0161 432 1527 / Ext 7410 / Ext. 7411
Mr. Gary Kelembeck	Behaviour Mentor	0161 432 1527 / Ext 7410 / Ext. 7411
Mr. Mohammed Osman	Behaviour Mentor	0161 432 1527 / Ext 7410 / Ext. 7411

