



Unity Schools Trust

*'Excellence through collaboration'*

# The Magna Carta School

# First Aid Policy

Policy Reviewed:	December 2020
Next Review:	December 2023
Approved by Local Governing Body	December 2020

This policy should be read in conjunction with the  
Health and Safety Policy

## **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**

### **3.1 Appointed person(s) and First Aiders**

The school's appointed person is detailed in Appendix 2. 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
- Log the incident on Every on the same day, or as soon as is reasonably practicable, after an incident
- 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.

### **3.2 The Local Governing Body**

The Local Governing Body 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 appointed persons and/or 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 students
- 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
- Emailing appropriate persons named in Appendix 2 regarding all incidents where a first aider/appointed person is 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 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 student is too unwell to remain in school, parents will be contacted and asked to collect their child. If parents are unable to collect their child the school will act upon the instructions of the parents provided, in the opinion of the first aider, it is safe to do so. Should the first aider be concerned about the request or response of a parent they will seek the advice of a senior leader. Upon the arrival of a responsible adult, the first aider will advise of treatment given
- If emergency services are called, a member of the office team will contact parents immediately
- The first aider/relevant member of staff will log the incident on Every on the same day or as soon as is reasonably practicable after an incident resulting in an injury

### **4.2 Off-site Procedures**

When taking students 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 students
- Parents' contact details

The Educational Visits Co-ordinator will ensure that risk assessments are completed by staff prior to any educational visit that necessitates taking students off school premises.

#### **• First Aid Equipment**

The school will have first aid kits in school. These will be replenished at the end of each half term by appropriate persons named in Appendix 2. These are located in the following areas:

- The medical room
- Front reception office
- Science laboratory (upper and lower prep room)
- D&T Classroom (DT office)
- PE (PE office)
- The school kitchen (office)
- School vehicles

No medication is kept in first aid kits.

## **6. Record-keeping and Reporting**

## 6.1 First Aid and Accident Record

- Accidents are recorded on line using the Every system by the first aider 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
- Records held on the Every system 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 Office Manager 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 Office Manager 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

## 7. Training

All school staff are able to undertake a first aid training if operationally required. All first aiders must have completed a training course, and must hold a valid certificate of competence. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1). Staff are encouraged to renew their first aid training when it is no longer valid.

## Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member name	Role	Course attended	Refresher training	Contact details
Bash Ghaffar	Teaching Staff	16/10/2017	16/10/2020	<a href="mailto:bghaffar@magnacarta.surrey.sch.uk">bghaffar@magnacarta.surrey.sch.uk</a>
Ben Wilcox	Teaching Staff	22/10/2015	22/10/2018	<a href="mailto:bwilcox@magnacarta.surrey.sch.uk">bwilcox@magnacarta.surrey.sch.uk</a>
Carol Camburn	Support Staff	16/10/2017	16/10/2020	<a href="mailto:ccamburn@magnacarta.surrey.sch.uk">ccamburn@magnacarta.surrey.sch.uk</a>
Caroline Angus	Teaching Staff	17/06/2016	17/06/2019	<a href="mailto:cangus@magnacarta.surrey.sch.uk">cangus@magnacarta.surrey.sch.uk</a>
Cathrine Paramu-Field	Teaching Staff	16/10/2017	16/10/2020	<a href="mailto:cfield@magnacarta.surrey.sch.uk">cfield@magnacarta.surrey.sch.uk</a>
Cathy Eve	Support Staff	17/06/2016	17/06/2019	<a href="mailto:ceve@magnacarta.surrey.sch.uk">ceve@magnacarta.surrey.sch.uk</a>
Cathy Jones	Teaching Staff	17/06/2016	17/06/2019	<a href="mailto:cjones@magnacarta.surrey.sch.uk">cjones@magnacarta.surrey.sch.uk</a>
Charlie Roe	Teaching Staff	13/03/2019	13/03/2022	<a href="mailto:croe@magnacarta.surrey.sch.uk">croe@magnacarta.surrey.sch.uk</a>
Chris Harrison	Teaching Staff	29/09/2015	29/09/2018	<a href="mailto:charrison@magnacarta.surrey.sch.uk">charrison@magnacarta.surrey.sch.uk</a>
Chris Tolland	Teaching Staff	13/04/2019	13/04/2022	<a href="mailto:ctolland@magnacarta.surrey.sch.uk">ctolland@magnacarta.surrey.sch.uk</a>
Danny Gwynne	Teaching Staff	16/10/2017	16/10/2020	<a href="mailto:dgwynne@magnacarta.surrey.sch.uk">dgwynne@magnacarta.surrey.sch.uk</a>
Darren Smith	Teaching Staff	17/06/2016	17/06/2019	<a href="mailto:dmsmith@magnacarta.surrey.sch.uk">dmsmith@magnacarta.surrey.sch.uk</a>
Heather McCabe	Teaching Staff	24/04/2019	24/04/2019	<a href="mailto:hmccabe@magnacarta.surrey.sch.uk">hmccabe@magnacarta.surrey.sch.uk</a>
James Thorpe	SLT	15/10/2018	15/10/2021	<a href="mailto:jthorpe@magnacarta.surrey.sch.uk">jthorpe@magnacarta.surrey.sch.uk</a>
Jane Richardson	Teaching Staff	03/04/2019	03/04/2022	<a href="mailto:jrichardson@magnacarta.surrey.sch.uk">jrichardson@magnacarta.surrey.sch.uk</a>
Jeanette Schofield	Support Staff	16/10/2017	16/10/2020	<a href="mailto:jschofield@magnacarta.surrey.sch.uk">jschofield@magnacarta.surrey.sch.uk</a>
Jemma Weekes	Teaching Staff	16/10/2017	16/10/2020	<a href="mailto:jweekes@magnacarta.surrey.sch.uk">jweekes@magnacarta.surrey.sch.uk</a>
Jenny Bird	Support Staff	15/10/2018	15/10/2021	<a href="mailto:jbird@magna@magnacarta.surrey.sch.uk">jbird@magna@magnacarta.surrey.sch.uk</a>
Jess Stevens	Teaching Staff	03/04/2019	03/04/2022	<a href="mailto:jstevens@magnacarta.surrey.sch.uk">jstevens@magnacarta.surrey.sch.uk</a>
Joanna Shaw	Support Staff	13/03/2019	13/03/2022	<a href="mailto:jshaw@magnacarta.surrey.sch.uk">jshaw@magnacarta.surrey.sch.uk</a>
Lorraine Gillett	Support Staff	14/01/2015	14/01/2018	<a href="mailto:lgillett@magnacarta.surrey.sch.uk">lgillett@magnacarta.surrey.sch.uk</a>
Lorraine Searle	Support Staff	03/04/2019	03/04/2022	<a href="mailto:lsearle@magnacarta.surrey.sch.uk">lsearle@magnacarta.surrey.sch.uk</a>
Mark Rose	Teaching Staff	15/10/2018	15/10/2021	<a href="mailto:mrose@magnacarta.surrey.sch.uk">mrose@magnacarta.surrey.sch.uk</a>
Natalie Spencer	Teaching Staff	16/10/2017	16/10/2020	<a href="mailto:nspencer@magnacarta.surrey.sch.uk">nspencer@magnacarta.surrey.sch.uk</a>
Nick Speyers	Support Staff	16/10/2017	16/10/2020	<a href="mailto:nspeyers@magnacarta.surrey.sch.uk">nspeyers@magnacarta.surrey.sch.uk</a>
Nigel Cooper	Support Staff	16/10/2017	16/10/2020	<a href="mailto:ncooper@magnacarta.surrey.sch.uk">ncooper@magnacarta.surrey.sch.uk</a>
Robyn Onions	Teaching Staff	29/09/2015	29/09/2018	<a href="mailto:ronions@magnacarta.surrey.sch.uk">ronions@magnacarta.surrey.sch.uk</a>
Tina Davison	Support Staff	16/10/2017	16/10/2020	<a href="mailto:tdavison@magnacarta.surrey.sch.uk">tdavison@magnacarta.surrey.sch.uk</a>
Tony Creasey	Support Staff	17/06/2016	17/06/2019	<a href="mailto:tcreasey@magnacarta.surrey.sch.uk">tcreasey@magnacarta.surrey.sch.uk</a>
Yvette Chawla	Teaching Staff	22/10/2015	24/04/2019	<a href="mailto:yhawla@magnacarta.surrey.sch.uk">yhawla@magnacarta.surrey.sch.uk</a>

## Appendix 2

<b>Appointed person for First Aid</b>	
Mrs C Camburn	

<b>Staff to be emailed for incidents where First Aider is not called</b>	
Miss L Searle	
Mrs J Shaw	

<b>Staff responsible for review and replenishment of First Aid boxes</b>	
Miss L Searle	
Mrs J Shaw	

## Appendix 3

### COVID-19

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Where possible, all contact with members of the public should be carried out while maintaining a distance of at least 2 metres. Where this is not possible, the principles of the hierarchy of control should be applied, using measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE).

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items. The use of a fluid repellent surgical face mask is recommended, and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

The first aider is to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available](#). Use and dispose of all PPE according to the instructions and training.