



Tall Oaks Academy Trust

POLICY

First Aid, Assessment & Procedures

February 2022

Review date: January 2023

First Aid, Assessment and Procedures

Introduction

This Trust is committed to providing appropriate first aid to pupils, staff, parents and visitors in accordance with the **Health and Safety (First Aid) Regulations 1981**. This Policy outlines the procedures in place to meet that commitment.

Aims and Objectives

- To ensure that first aid provision is available at all times while people are on school premises and also off the premises on school visits
- To ensure that there are sufficient First Aid trained staff
- To provide sufficient and appropriate resources and facilities
- To ensure that the procedures in place are effective and well understood
- To keep accident records and to report to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013. Source: <https://www.hse.gov.uk/riddor/>
- To provide awareness of Health and Safety Issues within school and on school visits and to prevent, where possible potential incidents

Responsibilities

- The Executive Head teacher has overall responsibility for ensuring that this policy is implemented and reviewed and that the appropriate staff training is provided.
- The Head of School is responsible for ensuring that this policy is implemented and followed on a day to day basis.
- The Training and Resources Co-ordinator is responsible for maintaining the list of first aiders and advises the Executive Head teacher when additional training is required. The Executive Business Manager ensures that new staff receive adequate

guidance on the School's policy and procedures regarding Health and Safety and First Aid. This information is delivered through the Staff Induction process.

- The Attendance and Healthcare Officer and the Trust Premises Manager are responsible for maintaining the first aid and healthcare provision across the Trust.
- The Attendance and Healthcare Officer is responsible for ensuring pupil records are up-dated accordingly and ensuring this information is accessible by all staff.
- Line Managers are responsible for ensuring staff records are up-dated accordingly and ensuring this information is accessible to relevant colleagues, based on the individual staff member's consent.
- All parents are requested to complete the annual Student Information Up-date form, which includes medical information up-dates, and complete a "Parental Request for School to Administer Medication to Pupil" form as necessary.
- All parents are responsible for ensuring that the school is kept informed of any significant medical conditions or illnesses.
- All staff are responsible for ensuring that the school is kept informed of any significant medical conditions or illnesses.
- The Lead First Aiders are responsible for dealing with any child who presents themselves with a medical concern. They will ensure all accident forms are completed correctly.
- All members of staff are expected to do all they can to ensure the welfare of the pupils and have a statutory duty to report any dangerous faults which they notice.

Provision

The Trust is considered a low risk environment and staffing levels are set with this in mind. The Trust observes the requirement for updated training every three years.

- The Lead First Aiders are listed in Appendix C. They have undertaken the St John Ambulance Paediatric First Aid at Work training or an equivalent and have demonstrated competence.
- A number of other Trust staff have undertaken the St John Ambulance Emergency First Aid at Work training or an equivalent and have demonstrated competence.

- Catering staff employed by Ideal UK Ltd will be trained according to the policies operated by this company.
- At least one Lead First Aider as a minimum will be on the school site when children are present.
- All residential school trips will be required to include at least one Lead First Aider as a minimum unless a similar provision is available at the place of residence.
- Notices giving the names of the Lead First Aiders/Appointed Persons are displayed prominently throughout each Trust site.

Procedure in the event of illness

All children should be encouraged to remain in school wherever possible and practicable.

- Children complaining of minor ailments such as headaches or stomach aches should be seated in a suitable place within the classroom to enable them to gain fresh air and some quiet time before returning to the main class group. Contact will not be made with parents to collect children unless permission has been received from the Head of School or Assistant Head of School where practicable.
- Children who are clearly physically ill should be taken to a suitable place by a teaching assistant. An adult should remain with or close to the child until a parent or other adult has been contacted to collect the child where possible.
- Children should **not** be seated in the main reception area unless absolutely necessary.
- The adult collecting a child who leaves school during the morning or afternoon session must complete the Pupil Movement record held in the school office.

Pupil Medication

Only medication required to enable a child to routinely attend school may be administered by staff. This medication must be kept locked in the medicine cabinet. Any medication administered must be recorded on an Administration of Medications chart. All Trust staff must be familiar with the Tall Oaks Academy Trust Medical Conditions Policy and the Trust Administration of Medication Policy. Two members of staff must witness the administration of medication and must sign the relevant paperwork.

Inhalers

Asthma is a condition in which the air passages in the lungs become inflamed, swollen and

narrowed, making it difficult to breathe. Sudden narrowing of the air passages precedes the symptoms known as an “asthma attack”.

Individual children are affected by asthma in different ways. Some children may have very occasional symptoms such as coughing, wheezing, shortness of breath or a feeling of tightness in the chest, whereas others may suffer these symptoms more severely.

Other signs of an asthma attack might include wheeziness or being unusually quiet.

If a child requires his/her inhaler, that child will be seated with an adult whilst another adult is sent to collect the inhaler. The inhaler will then be taken directly to the child.

If a child doesn't respond quickly to assistance, 999 will be dialled to request an ambulance immediately as per healthcare plan.

Inhalers must be kept in the medication box in the classroom's teacher's cupboard at all times, so that they are easily accessible to all staff in the event of an emergency. Inhalers, the box and spacers where appropriate, must be clearly labelled with the pupil's name and expiry date.

If an inhaler is removed from the medication box within the classroom for use, it must be returned by a member of staff. The member of staff present should record on the individual pupil's record of use of Inhaler form to include the date, time and number of puffs administered and circumstances for use i.e. During/post exertion/at rest.

A “Register of Individual Medication Administration” displaying the name, class and number of puffs required is kept within each individual classroom's First Aid folder.

Under no circumstances should a pupil use another pupil's inhaler or be allowed to keep an inhaler in his/her school bag.

Whenever practicable, children who are known to need an inhaler in PE lessons should be encouraged to take their inhaler before physical exercise. The class teacher should ensure that the inhalers for any children in their class going outside to take part in physical education lessons outside, takes the inhalers out with them.

The class teacher should ensure that the inhalers for any children in their class going to swimming sessions with the school takes the inhalers with him/her.

The class teacher should ensure that the inhalers for any children in their class who are going on off-site visits with the school takes the inhalers with him/her or passes them to the designated Lead First Aider. The Lead First Aider will be named on the Visit Risk Assessment.

Plasters

Plasters should not be routinely used for minor grazes, splinters or paper cuts.

Guidance on when to call an Ambulance

The decision to call an ambulance will normally be made by one of the Lead First Aiders.

Procedures for an accident occurring on the school site, e.g. on the school field

A member of staff or child will be sent to request the assistance of a Lead First Aider should an accident occur on the school site. The Lead First Aider will then decide the most appropriate course of action. All staff have a duty to respond to the instructions of the Lead First Aider.

Hygiene procedures

All staff must take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves in First Aid kits and also to hand washing facilities. They must wear single-use disposable gloves when dealing with blood or bodily fluids. Soiled dressings or equipment must be sealed in a Yellow Clinical Waste bag after use.

COVID-19 Pandemic

All first aid should be done in accordance with the Tall Oaks Academy Trust Covid-19 Risk Assessment and First Aid Risk Assessment. The control measures will be monitored constantly and may take priority over some normal First Aid procedures.

Keep Safe - In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

All Trust Risk Assessments can be found on the T-Drive.

First aid needs assessment

HSE cannot tell you what provision you should make for first aid. You, as an employer, are best placed to understand the exact nature of your workplace and decide what you need to provide.

First aid provision must be 'adequate and appropriate in the circumstances'. This means that you must provide sufficient first aid equipment (first aid kit), facilities and personnel at all times.

In order to decide what provision you need to make you should undertake a first-aid needs assessment. This assessment should consider the circumstances of your workplace, workforce and the hazards and risks that may be present. The findings will help you decide what first-aid arrangements you need to put in place.

In assessing your first-aid needs, you should consider:

- the nature of the work you do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of your workforce
- the work patterns of your staff
- holiday and other absences of those who will be first-aiders and appointed persons
- your organisation's history of accidents

You may also need to consider:

- the needs of travelling, remote and lone workers
- the distribution of your workforce
- the remoteness of any of your sites from emergency medical services
- whether your employees work on shared or multi-occupancy sites
- First-aid provision for non-employees (e.g. members of the public).

Special circumstances

All teaching staff will be made aware of the names and medical concerns of any individual child, and of the procedure to be followed in an emergency. The Lead First Aiders will ensure they are familiar with these procedures.

Record Keeping

The Trust keeps written accident records in the Medical Record File on each site. These records are kept for a minimum of 3 years. They include the date, time and place of the accident, the name of the injured person, details of the injury and what first aid was given. The record is signed by the Lead First Aider or person dealing with the accident. All accident records must be kept within the Accident Form, including Staff Accident Records.

All staff must notify the Head of School, Trust Premises Manager and Executive Business Manager immediately if any child or member of staff requires hospital treatment or as soon as they are notified that hospital treatment was sought outside of school hours for an injury sustained during school hours.

The Trust will keep a separate RIDDOR record in the event of major injury, dangerous occurrence or reportable disease. The Trust Premises Manager is responsible for RIDDOR.

Accident forms will be completed as required. The Office Managers are responsible for the completion and retention of P03 forms.

Reporting of Accidents

It is the responsibility of the person dealing with the accident to complete the Accident Form. A flow chart for reporting is available in Appendix A

- Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary. Parents will be informed of any non-significant head bumps which show no signs or only slight reddening by an initial **telephone** call at the time of the injury.
- Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in the First Aid File.
- Minor staff injuries/first aid treatments will be recorded by the person administering first aid in the First Aid File.
- All significant employee injuries and injuries to pupils will be recorded on report form by the Executive Business Manager/ Trust Premises Manager
- The Executive Headteacher/ Trust Premises Manager is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 7 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' . Only 'responsible persons' should report a RIDDOR. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in

connection with work, or as a result of work activities.

'Over 7 day' absence are injuries to staff which do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis.

RIDDOR reported accidents only

Some incidents that happen in school, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2012 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. The Trust Premises Manager provides support for reporting to the HSE all Accidents/Incidents that fall under the requirements of RIDDOR. Any feedback from the HSE will be relayed to the Executive Head Teacher. A flow chart for reporting is available in Appendix A

All **incidents** can be reported online but a telephone service is also provided for reporting fatal/specified **incidents** only - **call the Incident Contact Centre** on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

Staff must report the following work related accidents to the Executive Headteacher / Trust Premises Manager, including those resulting from physical violence, if they injure either the school's Staff, or self-employed people working on the premises:

- accidents which result in death or major injury* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than 7 days.

*** A major injury is classed as one of the following:**

- fracture other than to fingers, thumbs or toes;

- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
 - hypothermia, heat-induced illness or unconsciousness;
 - resuscitation or requiring admittance to hospital for more than 24 hours;
 - acute illness requiring medical treatment; or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

What about pupils and other people who are not at work?

You need to inform the school Safety Advisor if an accident that happens to someone who is not at work, e.g. a pupil or visitor, if: the person involved is killed or taken to hospital **and** the accident arises out of or in connection with the work activity.

How does the school decide whether an accident 'arises out of or is in connection with work'?

An accident will be reportable if it is attributable to:

- work organisation (e.g. the supervision of a field trip);
- plant or substances (e.g. machinery, experiments etc);
- the condition of the premises.

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally RIDDOR reportable unless they happen out of school work or in connection with school work, e.g. because of:

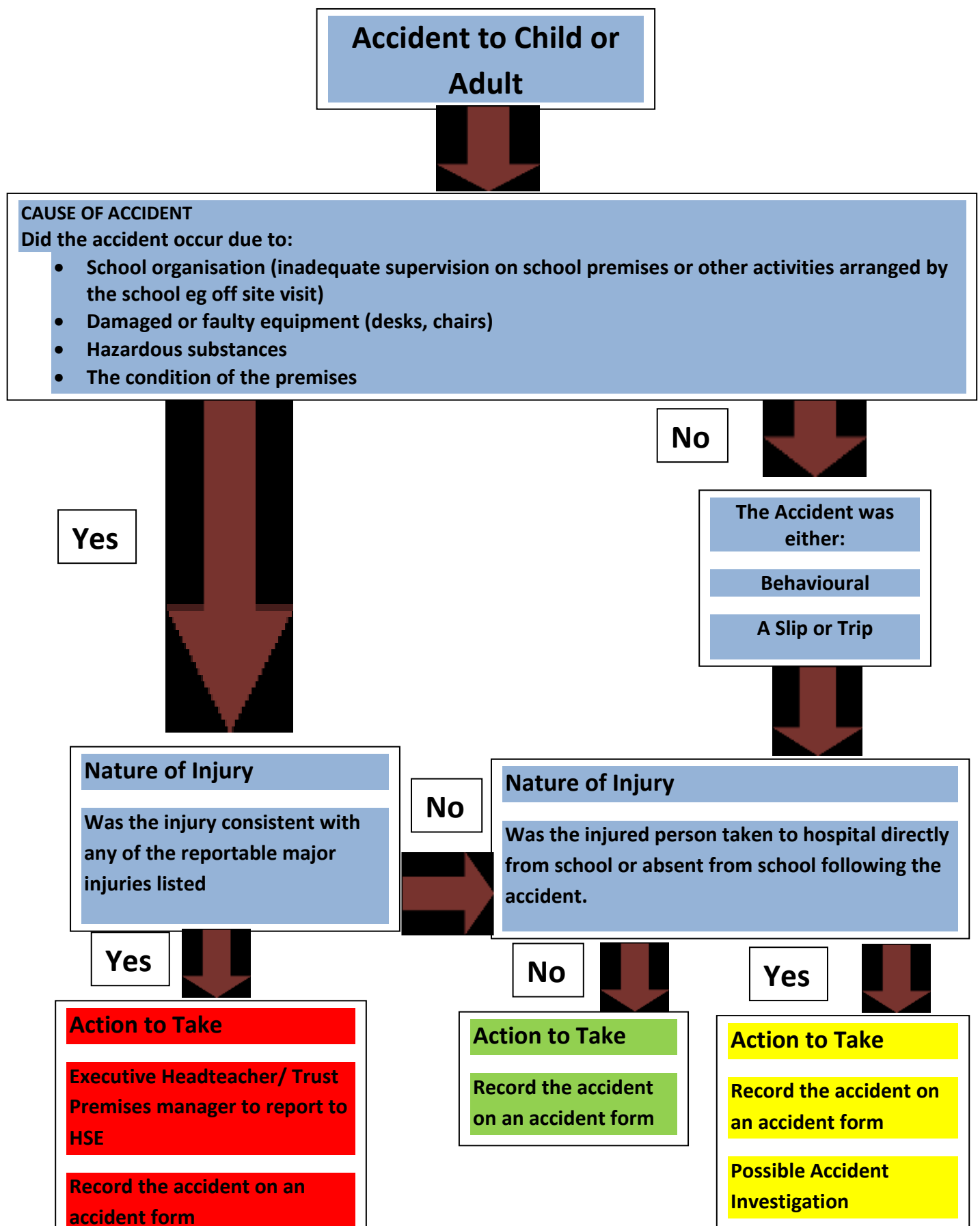
- the condition of the premises or equipment
- inadequate supervision.

Accident/ Incident frequency rates

All accident Statistics are reviewed by the Governors with responsibility for Health and Safety at termly meetings. A report is prepared by the Trust Premises Manager for each meeting and monthly to the Executive Business Manager

Accident/ incident rates are not required by any form of legislation, however, they are to monitor trends and provide a comparison to previous safety performance.

Appendix A



Appendix B

Resources and Facilities

First Aid cabinets are provided in the key areas of school, as detailed below

Mercer's Wood Academy

- First Aid cabinets are provided in the following areas:
 - Reception
 - Stock Cupboard (Yr2)
 - Treehouse Kitchen
 - Hall Kitchen
 - Staffroom (MSA's kit)
 - KS1 Kitchen/Tuckshop
 - Main building staffroom (KS2)
 - Foundation building entrance (KS1)
 - Yr4 Corridor by the lockers (KS2)
 - Trip first aids stored in first aid stock cupboard by Yr2 toilet area.
- The contents of the First Aid kits are checked at least weekly by a designated member of staff. This is the responsibility of the Site Manager, who will sign the checking form and complete a consolidation on Parago.
- A travelling First Aid kit is provided for staff accompanying any off-site activities.
- Inhalers & emergency medications (i.e. Epipen/Piriton) are kept in a designated medication box in each individual classroom.
- Other Medications are held in the secure medications cabinet in the staff room.

White's Wood Academy

- First Aid cabinets are provided in the following areas:
 - Staffroom
 - Year 3 corridor
 - Year 6 corridor
 - Reception
 - Lavender Suite Kitchen
 - MSA Cupboard – Hall
 - Stock Cupboard (trips) staff room

- The contents of the First Aid cabinets are checked at least weekly by a designated member of staff. This is the responsibility of the Site Manager, who will sign the checking form and complete a consolidation on Parago.
- A travelling First Aid kit is provided for staff accompanying any off-site activities.
- The Hygiene Room is provided with a sink and WC. The room is kept clean and tidy.
- Inhalers & emergency medications (I.e. Epipen/Piriton) are kept in a designated medications box in each individual classroom and are easily accessible.
- Other Medication is held in a secure medications cabinet in the staffroom

Castle Wood Academy

- First Aid cabinets are provided in the following areas:
 - Staffroom
 - Hygiene Suite
 - Reception
 - Stock Cupboard (main foyer) & trip first aid bags stored here
 - Hall Kitchen
 - Acorns Kitchen
 - Grab bag kit for MSA – stored on main stock cupboard
 - KS2 cabinet and grab bag kit to be placed in situ in the extension of building (KS2 area).
- The contents of the First Aid cabinets are checked at least weekly by a designated member of staff. This is the responsibility of the Site Manager, who will sign the checking form and complete a consolidation on Parago.
- A travelling First Aid kit is provided for staff accompanying any off-site activities.
- The Hygiene Room is provided with a sink and WC. The room is kept clean and tidy.
- Inhalers & emergency medications (I.e. Epipen/Piriton) are kept in a designated medications box in each individual classroom and are easily accessible.
- Other Medication is held in a secure cabinet in the staffroom.

Emergency First Aiders -						Appendix C	
Castle Wood Academy		Mercer's Wood Academy		White's Wood Academy		Trust	
Amy Orton	Nov 2023	Jane Batcheler	Oct 2022	Abby Robinson	Sept 2024	Sally Jones	Sept 2024
Donna Housham	Nov 2023	Jo Shaw	Oct 2022	Elaine Staples	Sept 2024		
Osaze Jones	Nov 2023	Josh Cutts	Nov 2023	Hannah Bates	Sept 2024		
		Raff Liever	Oct 2022	Jo Smart	Sept 2024		
		Roanna Kowal	Sept 2022	Kate Ward	Sept 2024		
				Linda Rowlands	Sept 2024		
				Lisa Dodson	July 2023		
				Mel Johnstone	Sept 2024		
				Michelle Ellis	Oct 2022		
				Sam Whittaker	Sept 2024		
				Sylvia Goodall	Sept 2024		

Pediatric First Aiders							
Castle Wood Academy		Mercer's Wood Academy		White's Wood Academy		Trust	
Amy Killelay	Feb 2025	Becky Elliot	Nov 2024	Karen Titley	Jan 2025	Paul Turner	Jan 2025
Caron Hackett	Dec 2023	Bev Radford	Dec 2023	Lizzie McGirdy	July 2024	Sarah Holdsworth	Oct 2022
Charlotte Gray	Jan 2025	Claire Law	Jan 2025	Sarah Dinmore	Jan 2023		
Clare Whelan	Nov 2024	Emma Law	March 2025	Tim Stevens	Dec 2023		
Ella Watson	Feb 2025	Lindsey Akrill	Feb 2025	Allyson Allenson	Jan 2025		
Grace Ward	Nov 2024	Mandy Brown	March 2025	Gee Cartwright	March 2025		
Kayleigh Key	Dec 2024	Mel Ryan	March 2025	Clare Rouse	Dec 2023		
Kev Swetman	March 2025	Ruya Waplington	Nov 2024				
Lindsey Gammidge	Dec 2024	Sharon Baggley	Dec 2024				
Lindsey Lansdall	July 2024						
Lisa Mitchell	Feb 2025						
Michaela Thornhill	Dec 2024						
Michelle Hancock	Feb 2025						
Sally Wilson	March 2025						
Tracy Hemmings	Nov 2024						
Vanessa Andrews	Dec 2024						

Blank Page