First Aid Policy and Procedures

February 2023

**Overview**

This policy refers to the processes and procedures relating to first aid in the workplace and school environment. This policy refers to legislation relating to first aid at work (Health and Safety (First-Aid) Regulations 1981) covers the first aid provisions you need, what and how many first aid personnel you need, and the first aid equipment and facilities available.

All staff, children and parents have the right to a safe and secure environment. This policy links to Hove Micro-School’s Risk Assessment Policy and Health and Safety Policy.

The designated health and safety lead and first aider is Rachael Ammari.

The following staff have received up to date first aid training:

Emma Corbin-Mckenzie

Jessica Kelly

Rachael Ammari

Raearna Leppard

Certificates for staff first aid qualifications are kept in the filing cabinet in the school office.

**Legislation**

The following legislation has been recognised and adhered to:

* The Health and Safety (First Aid) Regulations 1981, which states that we must provide adequate and appropriate equipment and facilities to enable first aid to be administered, and qualified first aid personnel
* The Management of Health and Safety at Work Regulations 1992, which requires us to make an assessment of the risks to the health and safety of our pupils, staff and visitors
* The Management of Health and Safety at Work Regulations 1999, which requires us 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 states that some accidents must be reported to the Health and Safety Executive (HSE),
* Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
* The Education (Independent School Standards) Regulations 2019, which requires that we provide a suitable space for the medical and therapy needs of pupils

**Key objectives**

Plan first aid interventions:

● plan what action to take until professional help arrives, based on the initial or primary assessment

● determine how much help you can give based on what you know and what skills you have

● ensure your own ongoing safety as a rescuer

● ensure first aider is present during school hours and school trips

● record all instances of accidents or incidents

**First aid requirements**

It is important that the welfare of the children and staff is at the forefront of our first aid procedures. All needs of the children and staff, such as allergies, including the requirement of an EPI pen are identified. There is a designated place for any first aid equipment and this is kept in a green first aid kit box, and all unsuitable items are kept out of reach from young children.

All risks are assessed and key information is noted that pertains to any possible harm or injuries. Hove Micro-School ensures there is at least one designated first aider on hand during school hours and on any school trips (see school trip procedures for more detail).

**First Aid Procedures**

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
* 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 or a representative nominated by the parent will be contacted and asked to collect their child.
* Upon their arrival, the first aider will update parents/representatives and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action
* If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon is practically possible contact parents immediately
* The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

*See School Trip Procedures for off-site visits*

**Reporting to the HSE**

The head of school 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 relevant school nominated member of staff 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
* 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.

All parents are notified of any injuries pertaining to their child.

**Reporting to OFSTED and child protection agencies**

The head of school 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.