

FIRST AID POLICY

Holcombe Grammar School “Transforming Life Chances”



This policy was adopted on	November 2021
This policy was reviewed on	January 2022
The policy is to be reviewed in	January 2024

Introduction

If an employee, student or visitor is injured or suddenly becomes ill, immediate assistance or a call to the emergency services may be needed. Appropriate training for first aiders or appointed persons should be provided, along with appropriate first aid equipment and facilities.

Policy - Statement of Intent

This policy is based on advice from the Department for Education on [first aid in schools](#) and health and [safety in schools](#). The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to employees, and to comply with all relevant legislation, including:

- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [The Social Security \(Claims and Payments\) Regulations 1979](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

Roles and Responsibilities

The Thinking Schools Academy Trust (TSAT)

To ensure that first aid arrangements are provided relative to the risk of injury or ill health at work, and that these are clearly communicated, we will:

- Evaluate the level of first aid provision appropriate for all Trust sites;
- Provide adequate equipment and facilities;
- Provide appropriate training for first aiders;
- Ensure that any incidents are logged and investigated, as appropriate;
- Ensure that the authorities are notified of an incident when appropriate and in accordance with RIDDOR;

Issue 3 07102013

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(Version3) January 2022

FIRST AID POLICY

- Review this policy at least biannually or more frequently if significant changes occur.

Appointed person(s) and/or first aiders

The appointed person, Lead First Aider or designate is 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;
- 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 individuals home to recover, where necessary;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident, ensuring major incidents are escalated to Thinking Facilities;
- Keeping their contact details up to date;
- Keeping the school's/premises first aiders and defibrillator trained staff list up to date and ensuring their names are displayed prominently around the premises.

The Principal/Head Teacher/Manager

The aforementioned persons are 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 pupils;
- Reporting specified incidents to the HSE, when necessary, in conjunction with Thinking Facilities;
- Reporting specified incidents to [OFSTED](#), if you are on the Early Years Register, within 14 days of the incident occurring;
- Making certain that any in-house and off-site procedures are communicated to relevant staff including, specific incident management, trips and visits, specialist equipment, record keeping, notifying of family members and training.

Procedure

To fulfil our responsibilities as outlined above, TSAT will, in conjunction with its employees:

- Carry out a first aid needs risk assessment;
- Provide first aid personnel, equipment and facilities as required;

Issue 3 07102013

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(Version3) January 2022

FIRST AID POLICY

- Communicate details of first aid provision to employees;
- Maintain first aid facilities and equipment;
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Please contact your RFM for copies of the below documentation to assist in the above.

Additional Information (NatWest Mentor):

First Aid Needs Risk Assessment Form

First Aid Needs Risk Assessment Example

Training Needs Analysis Form

Training Needs Analysis Form Example

Appointed First Aiders Record Form

How to choose a First Aid Kit

Online Management Tools - Incident and Accident Recording Toolkit

Online Management Tools - To Do List

First Aid Guidance Note

First Aid Poster

TSAT Documents:

TSAT - AED Weekly & Monthly Maintenance Checklists

TSAT - First Aid Box Check Sheets – Termly

TSAT - First Aiders & Information Poster

TSAT - Register of Qualified First Aiders

TSAT - First Aid Needs Assessment Form

TSAT - Record of First Aid Needs Assessment Form

TSAT - Monthly Wheelchair Checklist Form

TSAT Additional Recourses, Forms and Guidance:

TSAT – Accident, Incident, Near Miss & First Aid Folder

Please note – All documents referenced by NatWest Mentor under this Policy are examples of documentation and may not be representative of actual documents in use by TSAT.

Please refer to the Thinking Facilities/H&S Team for current “live” documents and information regarding the management of First Aid.

Jon Painter – TSAT H&S Officer

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(Version3) January 2022