



# MEADOW PARK SCHOOL

## First Aid Policy

Approved by:

LGB

Date: 10.10.22

Last reviewed on:

November 2023

Next review due by:

October 2024

## **Contents**

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid reporting .....	5
6. First aid equipment .....	6
7. Training .....	7
8. Monitoring arrangements.....	7
9. Links with other policies .....	7
Appendix 1: list of first aiders .....	8
Appendix 2: first aid training log.....	9
Appendix 3: Accident form .....	10
Appendix 4: First aid triage form .....	11

## 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 the Local Governing Body 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

- [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

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Yazmin Kay and she 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

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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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

The LGB 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.

### **3.3 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
- 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)

### **3.4 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 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**

#### **4.1.1 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 student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, a member of the office will contact parents/carers immediately.
- If when the first aider assesses the injury they decide no further assistance is required, the first aider will complete the first aid book and a message will be

sent home to inform parents/carers that their child received first aid treatment that day.

- The first aider will complete an accident report form (see appendix 2) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

#### **4.1.2 If a student visits Student Services and requests first aid treatment:**

- The student will complete a triage form (see appendix 3)
- Student Services will assess the request and seek assistance of a qualified duty first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury/illness and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. The procedure in 4.1.1 will be followed.

## **4.2 Off-site procedures**

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents/carers' contact details

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

There will always be at least one first aider on school trips and visits or confirmation that there is a qualified first aider at the venue.

## **5. First aid reporting**

### **5.1 First aid and accident record book**

- The first aid book will be completed by the first aider on the same day or as soon as possible after treatment
- An accident form will be completed by the first aider/relevant member of staff 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.
- A copy of the first aid book entry and accident report form will be added to the student's educational record on SIMs by Student Services.
- Records held in the first aid and accident book will be retained by the school until the child turns 25, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **5.2 Reporting to the HSE**

The Operations 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 Operations 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
  - 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. First aid equipment**

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

- A leaflet with general first aid advice
- Regular and Large Dressings
- Eye Pad Dressings with Bandage
- Triangular Bandages
- Microporous Tape
- Safety Pins
- Disposable Gloves
- Moist Cleaning Wipes
- Washproof Assorted Plasters
- Universal Shears
- Conforming Bandages
- Burn Relief Dressings
- Foil Blankets
- Mouth to Mouth Resuscitation Device with Valve
- Finger Dressings with Adhesive Fixing

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical Rooms
- School Office
- Science Prep Room
- School Kitchen
- School Vehicles
- Art Department
- Food Technology Department
- SSO ( Work shop )
- PE office
- Meadow House

## **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 (see appendix 4).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed every 2 years. At every review, the policy will be approved by the Local Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

## Appendix 1 : List of trained first aiders

Staff Member Name	Role	Contact Details
Richard Singleton	Site Manager	Ext. 3230 <a href="mailto:r.singleton@meadowparkschool.com">r.singleton@meadowparkschool.com</a>
Richard Sheriff	Site Services Officer	Ext. 3230 <a href="mailto:r.sherriff@meadowparkschool.com">r.sherriff@meadowparkschool.com</a>
Yazmin Kay	Administrative Assistant	Ext.3219 <a href="mailto:y.kay@meadowparkschool.com">y.kay@meadowparkschool.com</a>
Marie Millington	Receptionist	Ext. 3202 <a href="mailto:m.millington@meadowparkschool.com">m.millington@meadowparkschool.com</a>
Katie McDougall	Deputy Head of House	Ext. 3219 <a href="mailto:k.mcdougall@meadowparkschool.com">k.mcdougall@meadowparkschool.com</a>
Lisa Webster	Deputy Head of House	Ext. 3219 <a href="mailto:l.webster@meadowparkschool.com">l.webster@meadowparkschool.com</a>
Kim Burbidge	Deputy Head of House	Ext. 3219 <a href="mailto:k.burbidge@meadowparkschool.com">k.burbidge@meadowparkschool.com</a>
Aishah Rehman	Deputy Head of House	Ext. 3219 <a href="mailto:a.rehman@meadowparkschool.com">a.rehman@meadowparkschool.com</a>
Sophie Oughton-Jones	SEND Team	Ext. 3245 <a href="mailto:s.oughton-jones@meadowparkschool.com">s.oughton-jones@meadowparkschool.com</a>
Sarah Adams	SEND Team	Ext. 3245 <a href="mailto:s.adams@meadowparkschool.com">s.adams@meadowparkschool.com</a>
Michelle Reeves	SEND Team	Ext.3245 <a href="mailto:m.reeves@meadowparkschool.com">m.reeves@meadowparkschool.com</a>
Leanne Forde	Behaviour & Inclusion Assistant	Ext. 3227 <a href="mailto:l.forde@meadowparkschool.com">l.forde@meadowparkschool.com</a>
Danielle Noble	Art Technician	Ext. 3201 <a href="mailto:d.noble@meadowparkschool.com">d.noble@meadowparkschool.com</a>



Yvette Haley	Food Technician	Ext. xxx <a href="mailto:y.haley@meadowparkschool.com">y.haley@meadowparkschool.com</a>
Sathi Sivasubramanian	Senior Science Technician	Ext. xxx <a href="mailto:s.sivasubramanian@meadowparkschool.com">s.sivasubramanian@meadowparkschool.com</a>
Cathy Black	Cleaning & Catering Manager	Ext. xxx <a href="mailto:c.black@meadowparkschool.com">c.black@meadowparkschool.com</a>
Cheryl Thompson	Catering & Cleaning Team	Ext. 3223 <a href="mailto:c.thompson@meadowparkschool.com">c.thompson@meadowparkschool.com</a>
Mark Thompson	Cleaning Team	Ext. 3223 <a href="mailto:m.thompson@meadowparkschool.com">m.thompson@meadowparkschool.com</a>
Bethany Woodward	Head of House	Ext. 3221 <a href="mailto:b.woodward@meadowparkschool.com">b.woodward@meadowparkschool.com</a>

## Appendix 2: Accident Form



### ACCIDENT / INCIDENT / NEAR MISS REPORTING FORM

#### A. Accident type *(please circle)*

Accident      Road traffic      Incident      Near miss      Dangerous occurrence

#### B. Personal details of injured person

First name:				Surname:				
Home address:								
Date of birth:			Age (pupils)			years	months	
Status:	Employee <input type="checkbox"/>	Pupil <input type="checkbox"/>	Visitor <input type="checkbox"/>	Contractor <input type="checkbox"/>	Member of the public <input type="checkbox"/>	Work experience <input type="checkbox"/>	Agency staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Job title:						Full time / Part time		

#### C. Details of accident / incident / near miss / dangerous occurrence

Exact location of where incident occurred <i>(e.g. site/school name and address)</i>	Specific area within location/building <i>(e.g. corridor, classroom)</i>		
Time (HH:MM) and Date (DD/MM/YY) of incident:			
Describe the circumstances of what exactly occurred continue on a separate sheet as necessary <i>(please provide as much information as possible including relevant factors, e.g. internal/external floor conditions, weather, other people involved, use of equipment, etc.)</i>			
Was there insufficient or poor supervision, defective or inappropriate equipment, poor condition of premises or inadequate risk controls that may have contributed towards the cause of the incident? <i>If not, state None applicable</i>			
Lack of supervision <input type="checkbox"/>	Defective or inappropriate equipment <input type="checkbox"/>	Poor condition of premises <input type="checkbox"/>	Inadequate risk controls <input type="checkbox"/>
Describe the immediate actions taken following the accident/incident			
What was the type of first aid treatment given directly, at the location of the accident/incident?			

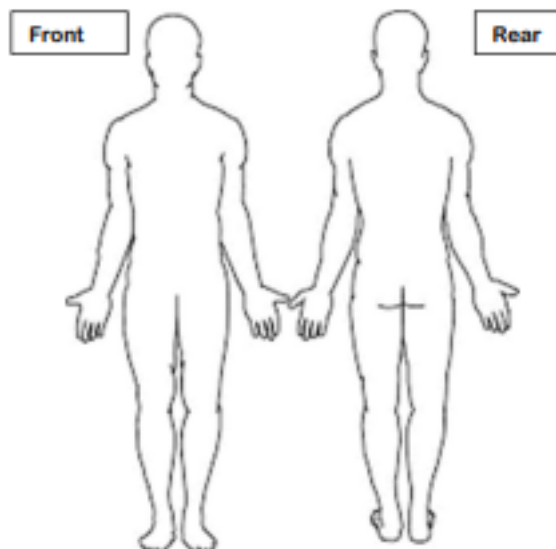
State None if no treatment given

Name, address and contact details of any witness(es) State None if no witnesses  
(attach witness statement if completed/obtained)

#### D. Details of any injury

Injury type

Details of the part of body affected and Injury Type  
(e.g. arm, leg, whole body and include left/right if appropriate)



#### E. Confirmation of injury / lost time outcome

No physical injury	No lost time	<1 day lost time	3-7 days' lost time	Over 7 days' lost time	RIDDOR reportable injury	RIDDOR Fatality
If time was lost, what date did the absence begin?				Return to work date?		

#### F. Injured person taken directly to hospital (Only to be completed if the injured person is taken directly to hospital)

When was the injured person taken from the accident/incident location? (Date/Time)

What treatment was given at the hospital?  
(Examinations and diagnostic tests for not constitute treatment)

**G. Details of person completing the form**

Name:		Job Title:	
Signature:		Date:	

**H. To be signed off by member of Senior Leadership** (to confirm awareness and appropriate investigation undertaken)

Investigation completed by and date:			
Name:		Job Title:	
Signature:		Date:	

Any fatality or serious incident must be notified by telephone to FPMAT Head of Estates immediately or as soon as is reasonably practicable after the incident so that any subsequent RIDDOR investigation can be completed. It is the responsibility of the School Operations Manager to complete a RIDDOR report.

A copy of the completed RIDDOR report must be sent to FPMAT Head of Estates  
d.carter@finhampark.co.uk.

A pupil incident that meet the criteria as specified in the HSE guidance EDIS1 must be reported to FPMAT Head of Estates d.carter@finhampark.co.uk within 24 hours of the incident occurring.

### Appendix 3: Triage Form

## FIRST AID TRIAGE

STUDENT NAME \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_ DATE AND TIME \_\_\_\_\_

LESSON SHOULD CURRENTLY BE IN (Subject and Teacher) \_\_\_\_\_

WHO SENT YOU TO FIRST AID (Name of staff member) \_\_\_\_\_

WHAT IS YOUR REASON FOR COMING TO FIRST AID

---

---

---

<i>OFFICE USE ONLY:</i>					
FIRST AIDER REQUESTED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	OUTCOME _____
PHONE CALL HOME	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	OUTCOME _____
REVIEWED BY _____					

---

## FIRST AID TRIAGE

STUDENT NAME \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_ DATE AND TIME \_\_\_\_\_

LESSON SHOULD CURRENTLY BE IN (Subject and Teacher) \_\_\_\_\_

WHO SENT YOU TO FIRST AID (Name of staff member) \_\_\_\_\_

WHAT IS YOUR REASON FOR COMING TO FIRST AID

---

---

---

<i>OFFICE USE ONLY:</i>					
FIRST AIDER REQUESTED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	OUTCOME _____
PHONE CALL HOME	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	OUTCOME _____
REVIEWED BY _____					

## Appendix 4: First aid training log

Name/Type of Training	Staff Member Name	Date Attended	Requalification Due
First Aid at Work	Richard Sheriff	28/04/23	28/04/26
First Aid at Work	Sophie Oughton-Jones	05/01/22	05/01/25
First Aid at Work	Katie McDougall	05/01/22	05/01/25
First Aid at Work	Cheryl Thompson	28/04/23	28/07/26
First Aid at Work	Yazmin Kay	17/04/24	17/04/27
First Aid at Work	Cathy Black	17/04/24	17/04/27
Emergency First Aid at Work	Richard Singleton	14/03/22	14/03/25
Emergency First Aid at Work	Sarah Adams	04/01/22	04/01/25
Emergency First Aid at Work	Michelle Reeves	14/02/23	14/06/23
Emergency First Aid at Work	Yvette Haley	17/04/24	17/04/27
Emergency First Aid at Work	Sathi Sivasubramanian	17/04/24	17/04/27
Emergency First Aid at Work	Danielle Noble	03/11/21	03/11/24
Emergency First Aid at Work	Aishah Rehman	27/04/23	27/04/26
Emergency First Aid at Work	Lisa Webster	13/10/22	13/10/25
Emergency First Aid at Work	Kim Burbidge	18/10/22	18/10/25

Emergency First Aid at Work	Leanne Forde	14/02/23	14/02/26
Emergency First Aid at Work	Marie Millington	17/04/24	17/04/27
Emergency First Aid at Work	Mark Thompson	27/04/23	27/04/26
Activity First Aid	Bethany Woodward	11/11/21	11/11/24