




First Aid Policy



PERSON RESPONSIBLE FOR POLICY:	MRS E CLARK
APPROVED: MR G TINKLER	GOVERNORS
SIGNED: 	ROLE: CHAIR OF GOVERNORS
TO BE REVIEWED: MAY 2026 (3 YEARLY)	MAY 2023



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Edlington Victoria Academy

First Aid Policy

Policy Statement.

The Governors and Principal of Edlington Victoria Academy accept their responsibility under the following acts as per DFE Guidance on First Aid in schools:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [Education \(Independent School Standards\) Regulations 2014](#)

The Governors and Principal of Edlington Victoria Academy and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the Health and Safety providers procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the DFE's guidance on First Aid in school.

Statement of First Aid Organisation.

Edlington Victoria Academy's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are:

- Medical Room
- Main Office
- Sports Hall

The contents of the kits will be checked on a regular basis by Site Manager.

All support staff have undertaken a whole day appointed persons emergency first aid course and this will be renewed every three years. Phase Leaders or appropriate designated staff within each phase have undertaken the Paediatric First Aid Training which will be renewed every three years.

Off-site activities.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens, together with any child's individual medical plans. (refer to Managing Medicines Policy). A person who has been trained in first aid will accompany all off site visits.

Information on First Aid Arrangements.

The Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition the Principal will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Accident and Injury Reporting.

All first-aid incidents should be recorded in the first-aid record book which is located within the medical room or foundation unit. Wherever possible staff should speak to the parent/carer concerned. Where a child has a serious injury or injury to the head, the staff member should inform the Principal or a Senior Leader who will decide whether parents should be contacted immediately.

The Governing body will implement the Health and Safety Provider's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or; it is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Principal considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Trust and Health and Safety provider will be sought. Where a pupil has an accident it will be reported to the Health and Safety provider. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the Health and Safety provider reporting system BSafe.

Pupil accidents involving their head.

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or carers and parent notified by text.
- Parents/Carers will be contacted by phone if an injury to the head is deemed to require further treatment, a bumped head letter issued and details recorded on an accident form.

Transport to hospital or home.

- The Principal will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Principal will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Principal may decide to transport the pupil to hospital

Where the Principal makes arrangements for transporting a child then the following

points will be observed:

- Only staff cars insured to cover such transportation will be used if relevant insurance is in place.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff should sit alongside the pupil in the back of the vehicle to provide supervision and care for the injured pupil during the journey.

Pupil accident which result in the pupil fitting

Where a child starts fitting as a result of an accident and this is not a condition recorded on their personal record, medical advice will be taken by contacting 111 as well as following usual procedures of contacting parents/carers.

If a child continues to fit for more than 2 minutes, 999 emergency services will be contacted irrespective of the condition being known on the child's record.

This policy was reviewed by Governors and agreed that it now be reviewed on a 3 yearly basis

Signed  Principal

Signed  Chair of Governors

Dated: June 2023

This policy will be reviewed May 2025

Accident/Incident Report Form ARF1**HS001**Office use only RIDDOR ☐ Select RIDDOR NO ☐ STARS ☐**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person. **NB please complete a separate form for each person.****A. Type of accident (tick one box)**

- | | |
|---|---|
| <input type="checkbox"/> Fatality | <input type="checkbox"/> Injury to an employee preventing them from carrying out their normal duties for more than 3 days |
| <input type="checkbox"/> Specified major injury or condition to an employee | <input type="checkbox"/> Injury to an employee preventing them from carrying out their normal duties for more than 7 days |
| <input type="checkbox"/> Injury to pupil/service user or member of the public | <input type="checkbox"/> Other |
| <input type="checkbox"/> Prescribed dangerous occurrence | |

B. Person making reportName Job Title Work No. Workplace address Post Code Date **C. Date, time & place of accident**

Where did the accident happen (and address if different from above)

Where on premises did it occur Date Time **D. The injured person – please complete all information**Full Name Home Address

- ☐
- Employee
-
- ☐
- Trainee
-
- ☐
- Pupil/service user
-
- ☐
- Contractor
-
- ☐
- Member of public
-
- ☐
- Other

Please specify Post code Gender Age Home telephone number Occupation/job title Part of body affected Nature of injury or condition Hospital attended Did they remain in hospital over 24 hours? Yes/No Did they become unconscious? Yes/No

REMINDER: On day of accident please contact Health & Safety Risk Management Office. Within 3 days send in completed form. T: 01609 532589/email: health&safetv@northwarks.gov.uk Updated June 2014

E. Kind of accident –Indicate what kind of accident led to the injury or condition (tick one box)

<input type="checkbox"/> Contact with moving machinery or material	<input type="checkbox"/> Exposure to, or contact to harmful substance
<input type="checkbox"/> Hit by moving or falling object	<input type="checkbox"/> Drowning or asphyxiation
<input type="checkbox"/> Hit by moving vehicle	<input type="checkbox"/> Exposure to fire
<input type="checkbox"/> Hit something fixed or stationary	<input type="checkbox"/> Exposure to explosion
<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Contact with electricity or electrical discharge
<input type="checkbox"/> Slip, trip or fall on same level	<input type="checkbox"/> Injured by an animal
<input type="checkbox"/> Fall from height - <input type="text"/> meters	<input type="checkbox"/> Other kind of accident (describe in section H)
<input type="checkbox"/> Trapped by something collapsing or overturning	

F. Agents involved –please indicate agent involved (if any) eg machinery, equipment or substance

G. Prescribed dangerous occurrence – Reference number

Please contact Health & safety risk management office for advice

H. Account of accident/incident or dangerous occurrence

Please describe how the accident happened, what the injured person was doing, first aid/emergency action

Action proposed/taken to prevent a similar incident, e.g. Reviewed risk assessment:

J. Additional information

1. At the time of the accident, was the injured person authorised:

(A) To be where she was (B) To do what he/she (C) Supervised

–Yes/No was doing –Yes/no Yes/No

2. Name of Witness(es)

3. When was the incident first reported to you? Date Time

4. **Employees Only** – On the day of the incident, between what hours;

(A) Was the injured person expected to work? From To

(B) Did he/she actually work? From To

Signature of headteacher/manager Date

REMINDER: On day of accident please contact Health & Safety Risk Management Office. Within 3 days send in completed form. T: 01609 532589/email: health&safety@northyorks.gov.uk Updated June 2014

PUPIL MINOR INJURY RECORD FORM - NUMBER

Academic Year
Form number

NAME: M/F
AGE:

Describe nature of injury and part of person injured:

Initial treatment:

Who administered treatment?

Did the injured: Remain at Premises Go Home

Hospital Were the parents informed? Yes

No

Time:

Head

bump form issued?

Yes

No

Description of Accident:

Description of Accident "as described by the Injured Party":

Cause of Accident:

Weather conditions: Dry/Raining/Snow/Sunshine

Date of Accident:

Time of Accident:

Precise Location of Accident:

Physical Conditions (If External):

WITNESSES:

DO YOU NEED TO INFORM NYCC/HSE: Yes No

If Yes, how? Bsafe report Phone

Date:

Time:

Completed By:

Signature:

Position:

Date:

Time:

Staff Accident Report Form

Academic Year

Form Number

Name of injured person:

Address:

Postcode:

Occupation:

Describe nature of injury and part of person injured:

Description of Accident:

Cause of Accident:

Weather Conditions: Dry/Raining/Snow/Sunshine

Date of Accident:

Time of Accident:

Precise Location of Accident:

Complete this section if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

How was it reported?:

Date Reported:

Time:

Completed By:

Signature:

Position:

HEAD BUMP FORM

Dear Parent

Date:

HEAD BUMP

Today..... received a bump to the head at(time), which we treated with rest and a cold compress. He/she has been monitored and recorded in our minor injury record.

We recommend that you are vigilant over the next 12 hours and if you notice any of the following abnormal signs/symptoms then you should seek medical advice:

- A deterioration in the level of response, disorientation or confusion
- A loss of memory
- An intense headache
- Unequal pupils
- Weakness or paralysis on one side of the face or body
- A raised temperature and a hot, flushed face
- Dizziness and/or nausea

OR

Suffered a bump/graze to their, which was cleaned and ice and a dressing were applied. We advise the dressing to be removed tonight and the graze be checked.

111 is the NHS non-emergency number. It's fast, easy and free. Call 111 and speak to a highly trained adviser, supported by healthcare professionals.

They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones

When to use 111

You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.

Call 111 if:

- you need medical help fast but it's not a 999 emergency
- you think you need to go to [A&E](#) or need another NHS urgent care service
- you don't know who to call or you don't have a GP to call
- you need health information or reassurance about what to do next

For less urgent health needs, contact [your GP](#) or [local pharmacist](#) in the usual way.

If a health professional has given you a specific phone number to call when you're concerned about your condition, continue to use that number.

For immediate life-threatening emergencies, continue to [call 999](#).