First Aid Policy

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1. Introduction

Heathermount School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023, considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School.

The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities concerning health and safety
- Provide a framework for responding to an incident and recording, and reporting the outcomes

3. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:]

- The Health and Safety (First-Aid) Regulations 1981 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 require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999 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 require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Roles and responsibilities

The school's appointed first aiders are:

Amy Thain
Louise Hutchinson-Lagden
Matt Webb
Julie Swann
Craig Aldous
Wayne Maynard
Andy Blackman
Mat Thorn
Caroline Randell
Dani Gordan
Rafal Kaminski
Jax Hewlett
Sudha Ashok

Lily Claridge
Zoe Humphrey
Nicki Sutherland-Moore
Cara Bagley
Nicola Zeien
Jacqueline San
Abby Huxtable
Liliana Dempsey
Mariana Spencer
Alison Clarke
Melissa Green
Matt Webb

They are 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 8) 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 pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (using the school's electronic system)
- Keeping their contact details up to date

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (using the school's electronic system) 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

5. 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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend the next steps to the parents/carers
- If emergency services are called, the admin team will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil-packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip lead before any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

6. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Main Kitchen
- Catering Room

- Workshop
- Forest School Shed
- Horticulture Room
- Reception
- Earth Kitchen
- Modular Staff Room
- Science Prep Room
- Mews Kitchen
- Therapy House Kitchen
- Sports Hall Office
- Primary Office
- ASBM Office
- Foundation Apple Room
- Minibuses
- Pond Hut

Adrenaline Auto-Injectors (AAIs)

The school recognises the importance of ensuring that pupils at risk of anaphylaxis have timely access to their prescribed Adrenaline Auto-Injector (AAI).

In line with national guidance, pupils who have been prescribed an AAI may be permitted to carry their injector on their person, depending on their age, level of understanding, competence, and individual circumstances. The decision as to whether a pupil is permitted to carry their AAI will be made at the discretion of the Headteacher, in consultation with parents/carers, relevant medical advice, and school staff.

Where a pupil does not carry their AAI themselves, the school will ensure that the AAI is carried by a member of staff assigned to the child. With a spare stored in a clearly labelled container with the pupil's name and is kept in reception which is easily and quickly accessible at all times. AAIs will not be locked away in cupboards or offices where access may be restricted.

Arrangements for the storage and accessibility of AAIs will be agreed on an individual basis and reviewed regularly to ensure the safety and wellbeing of the pupil.

7. Record-keeping and reporting

First aid and accident recording

- An accident form on our MIS will be completed by the first aider 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, including all of the information included in the accident form (using the school's electronic system)
- For accidents involving pupils, a copy of the accident report form will be available on the MIS on the pupil's educational record.
- Records held for first aid and accidents will be retained by the school for a minimum of 25 years, as recommended by our insurer.

Reporting to the HSE

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and

dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences
These 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) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramping of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- 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 can cause a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences
These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to the hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the Secretary of State for Education and Ofsted of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff can 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
The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

9. Monitoring arrangements

This policy will be reviewed by the School Business Manager every year
At every review, the policy will be approved by the Headteacher/governing board committee

10. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Abby Huxtable	Teacher	07452 931 101
Alison Clarke	Teaching Assistant	07971 530 261
Amanda Bown	Teaching Assistant	07564 051 455
Amy Thain	SBM	07516 508 123
Andrea Counsell	Teaching Assistant	07356 331 706
Andy Blackman	Site Maintenance Assistant	07933 818 569
Cara Bagley	Teacher	07452 931 097
Caroline Randall	Teacher	07887 456 797
Claudette O'Brien	Teacher	07966 713 143
Craig Aldous	Site Manager	07884 866 506
Dani Gordan	Teacher	07452 931 102
Jacqueline San	Teaching Assistant	07591 388 609
Jax Hewlett	Assistant Headteacher	07749 719 250
Julie Swann	Admissions Manager and Safeguarding and Pastoral Lead	07764 261 727
Lily Claridge	Assistant Headteacher	07356 112 309
Louise Aves	Teaching Assistant	07356 331 707
Louise Hutchinson-Lagden	ASBM	07356 128 874
Mariana Spencer	HLTA	07887 456 793
Mat Thorn	Chef	7811 120 260
Matt Webb	Teacher	07452 947 146
Melissa Green	Teacher	07999 030 302
Nicki Sutherland-Moore	Teacher	07933 820 106
Nicola Zeien	HLTA	07583 138 158
Rafal Kaminski	Teacher	07887 456 796

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Raul Munoz Feito	Teaching Assistant	07976 587 627
Rebecca Horton	Teacher	07971 752 755
Sudha Ashok	HLTA	07971 752 754
Wayne Maynard	Groundsman	07844 866 505
Zoe Humphrey	Teacher	07452 947 249

Appendix 2: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Emergency First Aid at Work	Amy Thain	02/07/2026	03/07/2029
Emergency First Aid at Work	Mat Thorn	03/02/2026	02/02/2029
Emergency First Aid at Work	Rafal Kaminski	07/01/2026	06/01/2029
First Aid at Work	Alison Clarke	17/01/2025	16/01/2028
First Aid at Work	Caroline Randall	25/10/2024	24/10/2027
First Aid at Work	Craig Aldous	25/11/2024	24/11/2027
First Aid at Work	Jax Hewlett	14/11/2023	13/11/2026
First Aid at Work	Julie Swann	08/05/2025	07/05/2028
First Aid at Work	Lily Claridge	08/11/2024	07/11/2027
First Aid at Work	Louise Hutchinson-Lagden	20/11/2025	19/11/2028
First Aid at Work	Mariana Spencer	18/03/2025	17/03/2028
First Aid at Work	Sudha Ashok	14/10/2025	15/10/2028
Forest School First Aid	Dani Gordan	12/09/2025	11/09/2028

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Paediatric First Aid	Andrea Counsell	15/06/2026	15/06/2029
Paediatric First Aid	Cara Bagley	19/01/2026	18/01/2029
Paediatric First Aid	Jacqueline San	31/10/2023	30/10/2026
Paediatric First Aid	Louise Aves	15/09/2023	14/09/2026
Paediatric First Aid	Nicki Sutherland-Moore	11/07/2025	10/07/2028
Paediatric First Aid	Zoe Humphrey	18/03/2024	17/03/2027
School First Aid	Abby Huxtable	13/03/2025	12/03/2028
School First Aid	Andy Blackman	22/11/2024	21/11/2027
School First Aid	Matt Webb	06/02/2024	05/03/2027
School First Aid	Melissa Green	12/03/2025	11/03/2028
School First Aid	Nicola Zeien	12/01/2024	11/01/2027
School First Aid	Wayne Maynard	22/11/2024	21/11/2027
Schools First Aid	Amanda Bown	07/06/2024	06/06/2027
Schools First Aid	Claudette O'Brien	03/06/2026	03/06/2029
Schools First Aid	Raul Munoz Feito	15/06/2026	14/06/2029
Schools First Aid	Rebecca Horton	04/10/2023	03/10/2026