



The Hawksmoor Learning Trust ("The Trust") Medical and First Aid Policy

January 2024

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THLT Website		School Website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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**** Policy level:**

1. Trust wide:

- ⇒ This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
- Approved by the THLT Board of Trustees.

2. Trust core values:

- ⇒ This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
- Approved by the THLT Board of Trustees as a Trust Core Values policy.
 - Approved by school / department governance bodies as a relevantly contextualised school / department policy.

3. School / department policies:

- ⇒ These are defined independently by schools / departments as appropriate.
- Approved by school / department governance bodies.

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1. 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 with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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](#), 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 pupils.

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

Appointed Person(s) and First Aiders

The school will appoint a person who is responsible for:

- 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.
- Taking charge when someone is injured or becomes ill.
- Monitoring the accident log.

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 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 (on CPOMS).
- Keeping their contact details up to date.

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

THLT Trustees

The Trustees have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher / Head of School and staff members.

The Headteacher/ Head of School

The Headteacher / Head of School 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

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and/or appointed person(s) in school are.
- Completing accident reports (on CPOMS) for all incidents they attend to where a first aider is not called.
- Informing the Headteacher/ Head of School of any specific health conditions or first aid needs.

4. 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. Minor / superficial injuries (scratches, small bumps / bruises) can be dealt with by all staff in situ. If staff are unsure, a qualified first aider should be sought.
- All incidents that require a level of intimate care in either assessment or delivery of first aid will take place as discretely as possible, away from other children, to respect privacy and dignity. If practical/ appropriate, this will be in the medical room.
- More significant injuries will be dealt with by a qualified first aider 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the first aider will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times. Staff will provide calm reassurance, narrate any actions/ first aid administered and preserve dignity as far as is practicable.

First Aid that involves Intimate / Personal Care

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products, and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body through removing underwear. As far as possible, where the school has capacity, and in cases where individual plans specify or if there is a known risk of false allegations by a pupil, or if it is an invasive procedure, two members of staff should be present.

'Personal Care' is less invasive and encompasses those areas of physical and medical care that most people carry out for themselves but which some are unable to do because of disability, medical need, or injury. Children and young people may require help with eating, drinking, washing, dressing/undressing, and toileting and is within the normal range of care that staff provide children, particularly those in younger years.

Intimate / personal care can be carried out by male and female staff as long as they have an enhanced DBS with a barred list check.

The following are the fundamental principles of intimate and personal care upon which our policy guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

There is careful communication with each child who needs help with personal or intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and to narrate actions so that the child is made aware what is happening and the reasons for it. When supporting a child on a 1:1 basis, staff should make another member of staff aware of this.

Clear details of the care given should be included in the first aid report.

Off-site Procedures

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

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

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

For more information regarding accompanying school trips and visits see Educational visits policy. Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on a residential school trip. On other off-site visits there will be at least one trained first aider.

5. First Aid Equipment

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

- A leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings (assorted sizes).
- Sterile eye pads.
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins.
- Medium-sized individually wrapped sterile unmedicated wound dressings.
- Large sterile individually wrapped unmedicated wound dressings.
- Disposable gloves.

No medication is kept in first aid kits.

First aid kits are stored in:

- The first aid rooms.
- Main school office.
- The school hall.
- All classrooms.
- The school kitchens.
- School vehicles.

6. Emergency Inhalers/Defibrillator/AAI/Emergency Medicine

- An emergency defibrillator is located in the ground floor stairwell near the hall and also in the first aid room located at the front of the school.
- Staff are asked not to remove these items for educational visits.
- Inhalers in emergency red bags in classrooms.
- Injector pens are in the child's classroom and a spare is kept in a locked cupboard in the hall with an adult accessible key.
- Calpol, Piriton and Aspirin and all available in the hall first aid cupboard. Permission must be sought from parents or administered if advised by emergency services.

7. Record-keeping and Reporting

First Aid and Accident Recording

- Accident reports involving pupils will be completed on the CPOMS system.
- An accident report 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.
- Staff / visitor accidents will be completed on a yellow accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Headteacher / 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 Headteacher / Head of School 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 defined in:

- Death.
- 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).

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

Notifying Parents

For all children, should the incident be serious, parents will be contacted immediately. If a child has to attend hospital, an accident report must be completed by the member of staff who witnessed the accident.

For all children, an injury to the head MUST be treated as high priority: parents will receive a phone call / text notifying the family of the injury.

Parents of Early Years children will be notified of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Similarly, for older children in Key Stages 1 and 2 we will communicate any significant incidents to parents or guardians as promptly as possible, to either notify, offer the parent the opportunity to pick up or come in and assess or for us to seek advice about whether a reaction to an injury or illness is normal.

Calls to parents can be made by any member of staff including the office team.

At the end of break / lunchtimes, staff that have dealt with first aid incidents should inform the relevant teachers about any injuries.

Reporting to Ofsted and Child Protection Agencies

The Headteacher / 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.

The Headteacher / Head of School will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

RIDDOR reporting to the Trust Central Office

All RIDDOR reports will be notified to the CEO for The Hawksmoor Learning Trust within 24 hours.

8. 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.

This will be displayed on Health and Safety noticeboards and updated regularly. Staff are encouraged to renew their first aid training when it is no longer valid.

9. Monitoring arrangements

This policy will be reviewed by the CEO annually.

At every review, the policy will be approved by the THLT Trustees.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy.
- Intimate Care Policy.
- Safeguarding and Child Protection policies.

Appendix 1: List of Trained First Aiders

STAFF MEMBER'S NAME	TYPE OF TRAINING	JOB ROLE

The names of first aiders for each academy school will be listed on each school's website.