



LIGHT YEARS SCHOOL

FIRST AID POLICY

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Safeguarding at Light Years School

At Light Years School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Light Years School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Light Years School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Light Years School

At Light Years School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Light Years School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

The **First Aid Policy** should be read in collaboration with the following policies:

Safeguarding Policy
Behaviour Policy
SEND Information Report
Ofsted Framework 2019
Risk Assessment Policy

Policy 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

Legislation and guidance

This policy is based on advice from the Department for Education 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](#), 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

Roles and responsibilities

Appointed person(s) and first aiders:

The school's appointed person(s) is **Dan Tresman, Headteacher**.

Qualified First Aiders at Light Years School are:

Sarah Alden - First Aid at Work Level 3 and Paediatric First Aid Training

Aaron Sykes – First Aid at Work Level 3 and Paediatric First Aid Training

Becky Pickles – Paediatric First Aid Training

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 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 Medical Tracker and CPOMS the same day, or as soon as is reasonably practicable, after an incident.
- Keeping contact details up to date

All of our school's appointed person(s) and/or first aiders are listed below. Their names will also be displayed prominently around the school including:

- The staff room
- The dining hall
- Reception Area
- Upstairs Hallway

The Governing Board

The Proprietor and the Governing Board 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.

The Headteacher

The Headteacher is 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

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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Medical Emergencies

Medical emergencies include, but not limited to:

- Severe cuts and significant bleeding
- Epilepsy fit

- Broken limb or suspected broken limb
- Fainting or collapsing without warning

Procedure:

Call 999 in the event of a medical emergency.

Report immediately to senior leader.

Ensure accurate recording takes place.

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 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, a member of staff who knows details of the situation will contact parents immediately
- The first aider or the member of staff who witnessed the accident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- In the event of spillages of bodily fluids, the area will be screened off, cleaned, sprinkle sawdust, disinfect so that pupils and staff do not come into contact. Bodily spillages consists of vomit, blood, urine and diarrhoea.

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:
- The following are based on the HSE's recommendation for a minimum travelling first aid kit, including:
 - a) A leaflet giving general advice on first aid
 - b) 6 individually wrapped sterile adhesive dressings
 - c) 1 large sterile unmedicated dressing
 - d) 2 triangular bandages – individually wrapped and preferably sterile
 - e) 2 safety pins
 - f) Individually wrapped moist cleansing wipes
 - g) 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details
- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:
 - a) 10 antiseptic wipes, foil packed
 - b) 1 conforming disposable bandage (not less than 7.5cm wide)
 - c) 2 triangular bandages
 - d) 1 packet of 24 assorted adhesive dressings
 - e) 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
 - f) 2 sterile eye pads, with attachments
 - g) 12 assorted safety pins
 - h) 1 pair of rustproof blunt-ended scissors
- Risk assessments will be completed by the **trip leader** prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least 1 first aider on school trips and visits.

First Aid Equipment

A typical first aid kit in Light Years School, based on the HSE's recommendation for a minimum first aid kit, 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 Locations

- The medical room
- Reception (at the desk)
- The school hall
- All classrooms
- The Staff Room
- School vehicles

Record-keeping and reporting

First aid and accident records

- All accidents will be recorded on Medical Tracker and CPOMS.
- All staff will be trained as to how to complete an accident form.
- An accident form will be completed by the first aider or the staff member who witnessed the accident 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
- Records of first aid incidents 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 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 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:
 - a) Covers more than 10% of the whole body's total surface area; or
 - b) Causes significant damage to the eyes, respiratory system or other vital organs
 - c) Any scalding requiring hospital treatment
 - d) Any loss of consciousness caused by head injury or asphyxia
 - e) 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
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - a) Carpal tunnel syndrome
 - b) Severe cramp of the hand or forearm
 - c) Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - d) Hand-arm vibration syndrome
 - e) Occupational asthma, e.g. from wood dust
 - f) Tendonitis or tenosynovitis of the hand or forearm
 - g) Any occupational cancer
 - h) 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:

- a) The collapse or failure of load-bearing parts of lifts and lifting equipment
- b) The accidental release of a biological agent likely to cause severe human illness
- c) The accidental release or escape of any substance that may cause a serious injury or damage to health
- d) An electrical short circuit or overload causing 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 the person is taken directly from the scene of the accident to 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)

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

Notifying parents

At Light Years School, an email through Medical Tracker will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Training

- All school staff are able to undertake first aid training if they would like to and should make this request to their line manager.

- All first aiders must have completed an appropriate level 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 their qualification before their first aid certificate expires. 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.

Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the full governing board.