



First Aid Policy

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Approved by: Board of Trustees

Date: July 22

Date of next review due: July 24

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1. Aims

The aims of the policy are to:

Ensure the health and safety of all staff, students and visitors (please note that in times of crisis, the Health and Safety Executive may produce additional advice relating to first aid that the academy will respond to accordingly. Where appropriate, additional appendix or policies may be used in addition to this policy).

Ensure that staff and trustees are aware of their responsibilities with regards to health and safety

Provide a framework for responding to an incident with an outline of how outcomes will be recorded and reported.

2. 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 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
- Health and Safety at Work etc. Act 1974 and associated regulations (<https://www.legislation.gov.uk/ukpga/1974/37/contents>)
- 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
- School Premises (England) Regulations 2012 (<https://legislation.gov.uk/uksi/2012/1943/contents/made>)
- 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
- First Aid in schools, early years and further education 2022 (<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>)

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The academy has appointed staff who 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 medical professional help is summoned when appropriate.

- ensuring that any medicines or medical equipment is safely stored and labelled ready for students to self-administer at agreed times, following our Plume parental permission slip completion.
- ensure that IHCPs and Plume Mini-Care Plans are fully completed and monitored according to the

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.

The academy keeps an up to date record of first aiders. Their names will also be displayed prominently around the academy.

3.2 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the academy, but delegates operational matters and day-to-day tasks to the Executive Principal and staff members.

3.4 The Executive Principal

The Executive Principal (with the support of the Campus Leads) is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of first aid trained staff are present in the academy 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 Health and Safety Executive when necessary (see section 6).

3.5 Staff

Whilst an up-to-date first aider's list will be shared with staff, any member of staff may be expected to use their best endeavours at all times, especially in emergencies, to ensure that students' welfare remains paramount. Staff would be expected to assist as best they can, similar to how a parent may act towards their child, in cases of emergency.

Staff are responsible for:

- ensuring they follow first aid procedures
- ensuring they know who the first aiders in the academy are
- completing accident reports for all incidents they attend to
- informing the Executive Principal or their line manager of any specific health conditions or first aid needs.

3.6 Students

Students are also encouraged to be responsible and safety conscious citizens. Students therefore, as per Department of Education's [statutory guidance](https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education), (<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>), will receive Personal Development lessons and experiences in which they are taught key First Aid advice and tips.

3.7 Parents

Parents are expected to continue to support the academy and their child by ensuring that First Aid matters are communicated through the correct channels and that students are encouraged to seek the correct support from staff, further build on their understanding of first aid that they have learnt in their early year's education. All first aid matters should come through the first aid team on the relevant site, via the main receptions.

Whilst students will not be expected to deliver first aid to other students in the academy, they will be expected to administer their own medication, in the first aid allocated areas, having had the relevant form completed by a parent and accepted by the first aid administrator, with details of medicines, dosage, times and any other relevant guidance. Where students will require help with administration or care, a specific and legally recognised care plan (IHCP or EHCP) will be in place. Please see further details of EHCPs, IHCPs, Mini-Care Plans in the Plume SEND Medical Care Needs Policy (https://www.plume.essex.sch.uk/files/ugd/03a94d_c552935662d0443c86b7af861e9b62ee.pdf)

4. First aid procedures

4.1 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 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 the academy, parents or carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or carers
- If emergency services are called, a member of staff will contact parents or carers immediately
- the member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off-site procedures

When taking students off the 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 and any relevant medicinal support that has been provided by the parent
- parents' and carers' contact details

Risk assessments will be completed by the responsible member of staff 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.

5. First aid equipment

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

- a leaflet with general first aid advice
- regular and large bandages
- eye pad bandages
- triangular bandages
- adhesive tape
- safety pins
- disposable gloves
- antiseptic wipes
- plasters of assorted sizes
- scissors
- cold compresses
- antiseptic hand gel
- burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- the medical room at both campuses
- Fambridge Road Reception
- the kitchens at both campuses
- the site offices at both campuses
- faculty offices at both campuses where practical lessons take place.

An annual review takes place of the first aid kits to ensure equipment is in date and a record is kept.

Defibrillators

Whilst it is not a legal requirement for schools and places of work to store defibrillators, Plume Academy have made the decision to position defibrillators in appropriate locations on each site in case of an emergency where it is required. As part of the Level 3 First Aid Training At Work, staff are taught how and when to use this equipment.

6. Record-keeping and reporting

6.1 First aid and accident recording

- all accidents should be reported on the software platform 'Handsam' and 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. This should include dates, times, locations, names of injured or ill persons, name of person logging the information,

details of the injury/illness, details of first aid given and what happened immediately after the incident.

- 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.

6.2 Reporting to the HSE

The Director of Finance & Estates 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 Director of Finance & Estates 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 seven 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>

7. Medicine administration in schools

First aid training and work at Plume does not include giving tablet or medicines. The only exception is when aspirin is used as first aid a casualty (over the age of 16) who is believed to be suffering a heart attack or when an epi-pen is specified on an approved Individual Health Care Plan.

Medicines will not be kept in our first aid containers, but will be in separate medicinal boxes with the first aid team.

Some of our students have long term and complex medical conditions. Parents will make Plume staff aware of the details and any appropriate care plans for such students, including details of medications. Details of how this information is collated, stored, distributed, utilised and reviewed can be found in our SEND Medical Policy:

https://www.plume.essex.sch.uk/files/ugd/03a94d_c552935662d0443c86b7af861e9b62ee.pdf

The administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](https://www.legislation.gov.uk/uksi/2021/1916/schedule/19made) (<https://www.legislation.gov.uk/uksi/2021/1916/schedule/19made>) will only be given by those trained to do so with advice from health care professionals and/or legal teams where required. There is no legal requirement for Plume Academy staff to carry out the administration of medicines and students are expected to self-administer medicines under the supervision of our first aid staff.

All prescribed medicines will only be received and administered once the correct medicines form has been completed by our first aid administrators. The medicines and form will also need to be accompanied by a box or form that highlights that the medicine has been specifically prescribed for the student in question. The dosage and dates, noted on the form by the parent, will be expected to match that stated on the prescription details. Further details and the appropriate form for parents to complete can be found in our SEND Medical Policy:

https://www.plume.essex.sch.uk/files/ugd/03a94d_c552935662d0443c86b7af861e9b62ee.pdf

8. Mental Health First Aid

Plume Academy has a senior mental health lead, as well as trained mental aid first aiders. The academy prides itself on delivering a rich and relevant well-being and mental health curriculum that will be mainly explored through the Personal Development and tutor time activities. However, key events, opportunities and curriculum time will also be used to help raise the profile of wellbeing and mental health for our stakeholders.

The academy continues to raise awareness of how students can seek mental health and wellbeing support both within and outside of the academy. Full details of our various educational and support strategies can be found in our 'Mental Health and Wellbeing Policy'.

9. Monitoring arrangements

This policy will be reviewed by the Executive Principal.

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

10. 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.
- SEND Medical Policy
- Mental Health and Wellbeing Policy