The Lotus Academy Trust

Supporting children to find opportunities in every difficulty

The Damara School

Specialist SEMH Independent School

First Aid Policy

Approved by: Trust Board	
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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
- Ensure that first aid is administered in a timely and competent manner as explained in this first aid policy

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
- 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Mrs J Cox (Deputy Headteacher). She is 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. This can only be done once permission has been received from Deputy Head
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

All first aiders must be aware that injuries may have safeguarding implications. Any injury that appears non-accidental, unexplained, or raises concerns must be reported immediately to the Designated Safeguarding Lead in line with our Child Protection and Safeguarding Policy. This includes injuries that may indicate physical abuse, self-harm, or other safeguarding concerns.

3.2 The trust board

The trust board has ultimate responsibility for health and safety matters in the school this includes:

- Ensuring adequate resources and training are provided
- Monitoring first aid incidents as part of health and safety reporting
- Ensuring the policy is reviewed regularly

The trust board delegates operational matters and day-to-day tasks to the CEO, Deputy headteacher and staff members.

3.3 The Deputy Headteacher

The Deputy 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures in a timely and competent manner
- Ensuring they know who the first aiders in school are
- Completing First Aid / Accident Record forms (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the Deputy Headteacher or their manager of any specific health conditions or first aid needs
- Ensuring that medication is taken when pupils leave site ie, MBS. This is the responsibility of the lead teacher

4. First aid procedures

4.1 In-school procedures

4.1.1 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 injured person is a pupil, and the first aider judges that they are 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 the injured person is an adult, and the first aider judges that they are too unwell to remain in school, their emergency contact will be called and asked to come to the school. Upon their arrival, the first aider will recommend next steps.
- If emergency services are called for a pupil, the Deputy Headteacher will contact parents immediately
- If emergency services are called for an adult, the Deputy Headteacher will contact their emergency contact immediately, unless the adult is able to do this themselves.
- For incidents involving pupils, the first aider will complete a Medical Category incident on CPOMS on the same day or as soon as is reasonably practicable after an incident resulting in injury
- For incidents involving adults, the first aider will complete an Accident/Incident record on SmartLog on the same day or as soon as is reasonably practicable after an incident resulting in injury

4.1.2 In the event of an episode of illness requiring intervention:

- The closest member of staff present will assess the seriousness of the incident 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 incident 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 ill person should be moved or placed in a recovery position

- If the ill person is a pupil, and the first aider judges that they are 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 the ill person is an adult, and the first aider judges that they are too unwell to remain in school, their emergency contact will be called and asked to come to the school. Upon their arrival, the first aider will recommend next steps.
- If emergency services are called for a pupil, the Deputy Headteacher will contact parents immediately
- If emergency services are called for an adult, the Deputy Headteacher will contact their emergency contact immediately, unless the adult is able to do this themselves.
- For incidents involving pupils, the first aider will complete a Medical Category incident on CPOMS on the same day or as soon as is reasonably practicable after an incident resulting in intervention
- For incidents involving adults, the first aider will complete an Accident/Incident record on SmartLog on the same day or as soon as is reasonably practicable after an incident resulting in intervention

4.2 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
- Information about the specific medical needs of pupils
- Parents' contact details

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 one first aider on school trips and visits.

4.3 First aid for pupils with SEN

As a specialist SEMH school, we recognise that some pupils may require adjustments when receiving first aid. First aiders will be made aware of pupils' specific needs through Individual Healthcare Plans and will adapt their approach accordingly. This may include:

- Using visual communication aids
- Allowing additional time for pupils to process information
- Being aware of sensory sensitivities
- Managing anxiety through calm, reassuring communication
- Involving familiar staff members where appropriate

4.4 Infection prevention and control

Procedures for infection prevention and control are outlined in our Health and Safety policy

5. First aid equipment

A typical first aid kit in our school 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
- Burns dressings

No medication is kept in first aid kits.

While no medication is kept in first aid kits, the school does store prescribed medication for pupils with specific medical needs. All medication is stored securely in 'Rabbit' and is only administered in accordance with our 'Supporting Pupils with Medical Conditions Policy'. Asthma Inhalers are kept in 'Rabbit', Epi-pens are kept in reception and all staff are aware of their location. A record of all medication administered is kept on CPOMS.

First aid kits are stored in the following rooms:

- Rabbit
- Fox
- Dragon
- Corridor between Bear and Eagle
- Swan
- School minibus
- Trip Bags
- Phoenix – eyewash kit
- Ice packs are in reception

Nearest defibrillator within 300m: Thetford Library, Raymond St, Thetford IP24 2EA





6. Record-keeping and reporting

6.1 First aid and accident record book

- For incidents involving pupils, a Medical Category incident will be recorded on CPOMS by the first aider on the same day or as soon as possible after the incident resulting
- For incidents involving adults, an Accident/Incident record will be recorded on SmartLog by the first aider will on the same day or as soon as is reasonably practicable after the incident
- As much detail as possible should be supplied when reporting an accident or first aid incident, including all of the information included in the Medical Category incident form at on CPOMS or Accident/Incident on SmartLog
- First Aid incidents will be monitored each month by the DSLs on CPOMS (pupil) and SmartLog (adult) as part of their monthly meeting agenda
- First aid/accident records will be retained until the pupil reaches the age of 25 years (or 25 years from the date of birth if the pupil was under 18 at the time of the incident). For adults, records will be retained for a minimum of 3 years from the date of the incident, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

6.2 Reporting to the HSE

The Administrator 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 Administrator 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 7 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

7. Training

All school staff will undertake first aid training.

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 on Smartlog, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher every year. At every review, the policy will be approved by the full governing board

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

The school will ensure that first aiders maintain their competence through:

- Regular refresher training
- Access to updated guidance and resources
- Opportunities to practice skills
- Debriefing after serious incidents
- Support from external health professionals where needed