



Transforming Lives
EDUCATIONAL TRUST

First Aid Policy

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Author:	<i>Business Operations and Estates Manager</i>	
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1 – Scope

The aims of Transforming Lives Educational Trust (TLET) through the implementation of this policy are:

- to ensure the health and safety of all staff, pupils and visitors at all TLET sites.
- to ensure staff and AIM Boards are aware of their responsibilities with regards to health and safety at their academy site/s.
- to ensure staff and AIM Boards are aware of their responsibilities with regards to health and safety when engaged in activities taking place offsite, such as, but not limited to, school trips and sporting events.

2 – Policy Statement

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 risk 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 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

Ashlawn School appointed Madalynne Robinson – First Aid Officer. 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 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

Ashlawn School First Aiders are listed in appendix 1.

3.2 The AIM Board

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

3.3 The Principal

The Principal 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)

3.4 Staff

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

4 - Procedures

4.1 On-site 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 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 Aid Officer will contact parents immediately
- The First Aid Officer 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 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 Vice Principal 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.

5 - FIRST AID EQUIPMENT

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6 - RECORD KEEPING AND REPORTING

6.1 First aid and accident records

- An accident form 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, including all of the information included in the accident form at appendix 2
- 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 First Aid Officer 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 First Aid Officer 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
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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 - TRAINING

All TLET 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 (see appendix 3).

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

8 - MONITORING

This policy will be reviewed by the Business Operations and Estates Manager every two years.

At every review, the policy will be approved by the Principal and/or the local AIM board.

APPENDIX 1 – List of appointed persons or trained first aiders

Staff members name	Role	Contact details
Jill Johnson	Resources	johnsonj@ashlawn.org.uk
Madalynne Robinson	First Aid Officer	robinsonm@ashlawn.org.uk
Ann Davison	Science Technician	davisona@ashlawn.org.uk
Sam Flint	Catering Team	flints@ashlawn.org.uk
Rebecca Kenney	PE Teacher/Head of Year	kenneyr@ashlawn.org.uk
Sophie Sheridan	LDD	sheridans@ashlawn.org.uk
Rebecca Slater	Science Technician	slaterr@ashlawn.org.uk
Sam Stuchbury	Resources	stuchburys@ashlawn.org.uk
Kat Wells	DT Technician	wellsk@ashlawn.org.uk
Claire Stanley-Williams	PE Teacher/Head of Faculty	stanleywilliamsc@ashlawn.org.uk
Emma Devine	DT Teacher	devinee@ashlawn.org.uk
Jenny Walters	DT Technician	waltersj@ashlawn.org.uk
Lucy Bostridge	Teaching Assistant	bostridge@ashlawn.org.uk
Olivia Cole	Learning Mentor	coleo@ashlawn.org.uk
Rebecca Berry	Teaching Assistant	berryr@ashlawn.org.uk
Stacey Essam	PE Teacher	essams@ashlawn.org.uk
Tammy Dunmore	Midday Supervisor	dunmoret@ashlawn.org.uk

APPENDIX 2 – Accident report form

Accident/Near miss/Dangerous Incident Report Form

Are you the:	Injured	<input type="checkbox"/>	Department :	
(Tick one box)	Colleague	<input type="checkbox"/>	Establishment/Premises/Depot:	Ashlawn school Academy Trust Ashlawn Road Rugby CV22 5ET
	Manager	<input type="checkbox"/>		
Manager / Teacher's name	<input type="text"/>			

Sections A, B, C and D to be completed by injured person if possible and returned to Alice Wright – operations@tlet.org.uk

A. PERSONAL DETAILS OF INJURED PERSON

Surname	<input type="text"/>		Forenames	<input type="text"/>	
Age	<input type="text"/>	Male	<input type="checkbox"/>	Home Address	<input type="text"/>
		Female	<input type="checkbox"/>		
Home Telephone No. (if known)	<input type="text"/>				
Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Trainee	<input type="checkbox"/>
Work Experience	<input type="checkbox"/>	Client, Pupil or Student	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>
Name of person completing form	<input type="text"/>			Full Time	<input type="checkbox"/>
				Part time	<input type="checkbox"/>

B. DETAILS OF ACCIDENT/DANGEROUS OCCURRENCE (please continue on separate sheet)

B.1	Exact address and location where incident occurred	B2	Briefly describe the circumstances
<input type="text"/>		<input type="text"/>	
Date of incident	<input type="text"/>		
Time of incident	<input type="text"/>		
Name, address and tel. Of witnesses	<input type="text"/>		

C. DETAILS OF ANY INJURY

C.1	Nature of injury (e.g. fracture, laceration)	<input type="text"/>	Part of body affected e.g. arm, leg	<input type="text"/>
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D. EXTENT OF INJURY

D.1	Fatal injury	<input type="checkbox"/>	Sent/taken home	<input type="checkbox"/>	Sent/taken to hospital	<input type="checkbox"/>	Detained in hospital over 24 hours	<input type="checkbox"/>	Prevented from working for more than 3 days	<input type="checkbox"/>
	Major injury or condition	<input type="checkbox"/>	Rendered unconscious?	<input type="checkbox"/>	In need of resuscitation?	<input type="checkbox"/>	Returned to normal activity	<input type="checkbox"/>		

D.2 If injured person was taken directly from the accident	Details
a. How were they taken? Wheelchair, ambulance etc.	<input type="text"/>
b. When were they taken (time, day etc.	<input type="text"/>
c. Who took them? (parent, guardian, ambulance etc)	<input type="text"/>

d. Was first aid administered?	
e. If yes what aid was given?	

Sections E and F to be completed by Ashlawn H&S/BM/Principal

E. KIND OF ACCIDENT (Tick one box)

Contact with moving machinery or material being machined	<input type="checkbox"/>	Injured whilst handling, lifting or carrying	<input type="checkbox"/>	Drowning or asphyxiation	<input type="checkbox"/>	Contact with electricity or an electrical discharge	<input type="checkbox"/>
Hit by moving, flying or falling, object	<input type="checkbox"/>	Slipped, tripped or fell on same level	<input type="checkbox"/>	Exposure to or contact with harmful substance	<input type="checkbox"/>	Injured by an animal	<input type="checkbox"/>
Hit by moving vehicle	<input type="checkbox"/>	Fall from a height* *Distance fallen (metres)	<input type="checkbox"/>	Exposure to fire	<input type="checkbox"/>	Physically / verbally assaulted	<input type="checkbox"/>
Hit something fixed or stationary	<input type="checkbox"/>	Trapped by something collapsing	<input type="checkbox"/>	Exposure to an explosion	<input type="checkbox"/>	Release of Gas or Steam	<input type="checkbox"/>
Hand tools	<input type="checkbox"/>	Hotwork (welding etc)	<input type="checkbox"/>	Play Equipment	<input type="checkbox"/>	Other kind of Accident	<input type="checkbox"/>

F. ACTION TO PREVENT RECURRENCE (please continue on separate sheet)

What action are you taking to prevent recurrence?

When will it be implemented?

/ /

To be signed by Ashlawn H&S/SBM/Principal

Accident investigation required?	Date	Principal/SBM informed?	Date
By whom?	Meeting with injured required?	Accident investigation complete and attached?	Initials:

RIDDOR

Ashlawn H&S	Date	Principal/SBM	Date
Notification to HSE	F2508 Serial number	Date inputted	Initials:

Revision 2 Feb 2019

APPENDIX 3 – First Aid Training Log

Name/type of training	Staff who attended	Date for training to be updated
Paediatric First Aid	Madalynne Robinson	30 Dec 2024
Emergency First Aid at Work	Ann Davison Sam Flint Rebecca Slater Kat Wells Claire Stanley-Williams Emma Devine Jenny Walters Lucy Bostridge Olivia Cole Rebecca Berry Stacey Essam Tammy Dunmore	19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024 19 Jul 2024
First Aid	Rebecca Kenney Sophie Sheridan	23 Feb 2022 16 Apr 2024
First Aid at Work	Sam Stuchbury Jill Johnson	24 May 2024 26 Sep 2022