



BELLE VUE
GIRLS' ACADEMY

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First Aid Policy

| Reviewed by | Approved by | Date of Approval | Next Review Date |
|--------------------|--------------------|-------------------------|-------------------------|
| MH | LGB | October 21 | October 22 |

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 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
- **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 Beverly Uttley (School Nurse), in the absence of the School Nurse this will be the named First Aiders. The School Nurse/First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- It is the job of the School Nurse to ensure there is an adequate supply of medical materials in first aid kits.
- It will be the job of the School Nurse to ensure training records are relevant and up to date

First Aiders are trained and qualified to carry out the role 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; In liaison with Pastoral Managers

- Filling in an accident report slip on the same day, or as soon as is reasonably practicable, after an incident **(Appendix 2)**
- If a member of staff, volunteer or member of the public has an accident, an accident book form must be used **(Appendix 3)**. This can be found in the accident book, Academy Business Leaders office. This form can also be used if a pupil's accident needs further reporting. This must come to the Academy Business Leader immediately
- If an accident/injury is sufficient enough to warrant an investigation, then a reporting injury accident investigation form must be completed. This can be found in the accident book in the ABL office. This must come to the Academy Business Leader immediately **(Appendix 4)**

Belle Vue Girls' Academy First Aiders are listed in **(Appendix 1)**. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but they delegate operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 The Headteacher

The Headteacher 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.

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident report for all incidents they attend to where a first aider is not called **(Appendix 3)**
- Informing the Academy Business Leader or their manager of any specific health conditions or first aid needs.

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 pupil is too unwell to remain in school, the first aider will speak to the pastoral manager and parents will be contacted. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the School Nurse/ First Aiders will contact parents immediately
- The School Nurse/First Aiders will complete an accident slip form on the same day or as soon as is reasonably practical after an incident resulting in an injury. **One slip will go to the child, the other will be scanned and added to CPOMS. This will then be disposed of in the confidential waste bins.**
- Any child with epilepsy will have a care plan in school highlighting how to deal with their needs.

4.2 Epipens

- All Epipens will be kept in the KS3 pastoral office, unless confirmed in writing by the Parents/Carers. Evidence and signatures will be kept with the School Nurse.
- Particulars of usage will be detailed in the pupil care plan. Copies of the care plan can be found with the School Nurse and CPOMS.
- First Aiders must ensure that Epipens are taken on school visits.

4.3 Insulin

- All Insulin will be kept in the KS3 office with the hypobox.
- All pupils will access this prior to their lunch.
- Particulars of usage will be detailed in the pupil care plan. Copies of the care plan can be found with the School Nurse.
- Pupils will record blood sugar readings and the insulin dose administered in the blood sugar book.

4.5 Defibrillators

All First Aid staff have been trained on how to use the Defibrillator. They can be found in the medical room and Zara sports centre.

4.5 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; Checked by the School Nurse.
- Information about the specific medical needs of pupils and specific medication required.
- Parents' contact details

Risk assessments will be completed by the visit coordinator prior to any educational visit that necessitates taking pupils off school premises. This will determine the number of First Aiders needed.

5. First aid equipment

A typical first aid kit in Belle Vue Girls' 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
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception
- Science office
- Resistant material classroom
- Food technology room
- The school kitchen
- School minibus
- Creative office
- PE office
- Zara sports centre

6. Record-keeping and reporting

6.1 First aid and accident record book

- An incident report slip (**Appendix 2**) will be completed by the School Nurse/First Aider 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
- If a member of staff, volunteer or member of the public has an accident, an accident book form must be used (**Appendix 3**). This can be found in the accident book, Academy Business Leader office. This form can also be used if a pupil's accident needs further reporting. This must come to the Academy Business Leader immediately
- If an accident/injury is sufficient enough to warrant an investigation, then a reporting injury accident investigation form must be completed. This can be found in the accident book in the Academy Business Leader Office. This must come to the Academy Business Leader immediately

6.2 Reporting to the HSE

The Academy Business Leader 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 Academy Business Leader 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: (**Appendix 5**)
 - 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. 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.

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 Academy Business Leader every year.

At every review, the policy will be approved by the Finance and Premises Committee.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

- **Appendix 1: list of First Aiders**

Staff trained in First Aid

| Name | Expiry Date |
|---|--------------------|
| Ishrat Aziz | 24.09.2022 |
| Sameera Bashir | 22.01.2024 |
| Fozia Bibi | 02.07.2023 |
| Emma Cakebread | 02.07.2023 |
| Chris Firth | 02.07.2023 |
| Rob Grillo | 02.07.2023 |
| Matthew Hill | 02.07.2023 |
| Rizwana Kausir | 22.01.2024 |
| Emma Landau | 16.01.2022 |
| Saeega Rehman | 26.04.2024 |
| Jane Rockley | 24.09.2022 |
| Beverley Uttley | 14.05.2022 |
| EMERGENCY FIRST AID | |
| Amanda Biddle | 30.06.2023 |
| Adele Evans | 30.06.2023 |
| Ahmed Gardee (1 day) | 25.11.2022 |
| Elizabeth Gmir | 30.06.2023 |
| Beth Hutchinson | 30.06.2023 |
| Emma McCombe | 30.06.2023 |
| Abdul Rehman (1 day) | 20.01.2023 |
| Mohammed Shafiq (1 day) | 25.11.2022 |
| Jane Topham | 30.6.2023 |
| BLENDED PAEDIATRIC FIRST AID AT WORK | |
| Jackie Palmer | 03.02.2024 |
| Anita Rafferty | 03.02.2024 |

Appendix 2: accident report slip

| | | | | | |
|---|--------------------------|--|----------|----------------------|---|
| Date | Time | Student's Name | Form | Location of incident | L.S. Accident Report No. (if applicable) |
| Details of Treatment and Additional Comments | | | | | F2508 Completed <input checked="" type="checkbox"/> |
| | | | | | Time |
| Dizziness / Fainting | Vomiting / Nausea | Nosebleed | Headache | Head Injury | <p>IMPORTANT</p> <p>FOR THE ATTENTION OF THE PARENT / CARER</p> <p>Head Injury</p> <p>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital and produce this slip.</p> <p>Authorised Signature:</p> |
| Cut / Bruise / Sprain | Abdominal Pain | Burn | Other | Parent contacted | |
| Parent contacted | Unable to contact Parent | Name of parent/carer contacted (if applicable) | | | |
| The student was well enough following First Aid to remain in school. | | | | | |
| The student was collected from school. | | | | | |
| The school is of the opinion that the student should consult a Doctor. | | | | | |
| INCIDENT / ILLNESS REPORT SLIP | | | | | |
| REPORT SLIP No. 007182 | | | | | |
|  Belle Vue Girls' Academy | | | | | |

Appendix 3: Accident Book Form



ACCIDENT BOOK FORM



| | | |
|--|-----------------------------------|--|
| Academy details: Belle Vue Girls' Academy, Thorn Lane, Bradford. BD9 6NA 01274 492341 | | |
| About the person who had the accident: (for employee use academy details; for visitor use home details, for contractor use company details) | | |
| Full Name: | Age: | Gender: M / F / O |
| Address: | | |
| | | Phone no.: |
| Please tick one: | | |
| Employee <input type="checkbox"/> | Student <input type="checkbox"/> | Visitor <input type="checkbox"/> |
| Contractor <input type="checkbox"/> | | |
| Parent <input type="checkbox"/> | Work Exp <input type="checkbox"/> | Other <input type="checkbox"/> specify |
| About you, the person filling in this form (if different to the above): | | |
| Full Name: | Job title: | |
| Workplace address: | | |
| | | Phone no.: |
| E-mail Address: | | |
| About the accident: (continue on the back of this form if you need to) | | |
| When did it happen? Date: Time: | | |
| Where did it happen? eg office, corridor, classroom, stairwell, car park: | | |
| How did the accident happen? Give the cause if you can: | | |
| | | |
| | | |
| | | |
| Did the accident involve an injury? Yes / No What was the injury? | | |
| Was any first aid given to the person who had the accident? If so, say what: | | |
| | | |
| Did the accident result in a call for an ambulance or visit to a hospital/GP? Yes / No [State which.....] | | |
| Please sign and date: | | |
| Signature: | | Date: |

Appendix 4: Reportable Injury Form



REPORTABLE INJURY FORM

| | |
|---------------|--|
| | <p>Academy details: Belle <u>Vue</u> Girls' Academy, Thorn Lane, Bradford. BD9 6NA 01274 492341</p> |
| PART 1 | <p>Injured person:</p> <p>Full Name: Age: Gender: M / F / O</p> <p>Private address: Phone no.:</p> <p>Please tick one:</p> <p>Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/></p> <p>Parent <input type="checkbox"/> Work Exp <input type="checkbox"/> Other <input type="checkbox"/> specify</p> |
| PART 1 | <p>For Employed Persons Only:</p> <p>Job Title:</p> <p>Line manager:</p> <p>On the day of the accident, what hours should have been worked? From: To:</p> <p>What hours were actually worked? From: To:</p> <p>Was there any absence from work? YES / NO First day of absence:</p> <p>If different to return date, state date fit for work (include non-working days):</p> <p>Actual date of return (if known):</p> <p>Was this person engaged in normal duties? YES / NO Was it authorised by the supervisor? YES / NO</p> |
| PART 2 | <p>Details of Accident:</p> <p>When did it happen? Date: Time:AM / PM</p> <p>Did the accident happen at the workplace stated above? YES / NO</p> <p>If No, state address where accident took place:</p> <p>Where exactly did the accident happen? eg in which building/area, office, corridor, classroom, stairwell, car park:</p> <p>Was first aid given? YES / NO If Yes, who administered it?</p> <p>Was the injured person taken directly to hospital as a result of the accident? YES / NO</p> <p>If Yes, name of hospital sent to: What time?AM/PM</p> <p>Details of Injury</p> <p>Part(s) of body affected: [Left / Right / Both]</p> <p>Nature and extent of injury:</p> |

| | |
|----------------|--|
| PART 3a | <p>What happened? Be factual – give details of action leading up to the accident itself and events immediately after the accident. Attach a separate sheet if necessary.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| | <p>Are you aware of any physical or mental condition of the injured person which may have contributed to the accident? If so, please state:</p> <p>.....</p> <p>Give information on any condition of the accident site that may have contributed to the accident e.g. wet conditions, unsound surface</p> <p>.....</p> |
| PART 3b | <p>What, in your opinion, caused the accident?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| | <p>How preventable do you feel this accident was?</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| PART 4 | <p>Witness(es) to the accident</p> <p>1. Name (please print):</p> <p>Address/Workplace:</p> <p>2. Name (please print):</p> <p>Address/Workplace:</p> <p>3. Name (please print):</p> <p>Address/Workplace:</p> |
| PART 5 | <p>What action has been taken to prevent a similar event recurring?</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| | <p>Signed (Manager, Headteacher or Person in Charge):</p> <p>Name: (please print) Phone No.</p> <p>Job Title: Date:</p> |



Near Miss Report

Name of Witness _____

Date _____

Time _____

Details of occurrence

Signature of witness _____

What can be done to prevent a reoccurrence (Management or Nominated Person to complete)

Actioned By _____

Signature _____

Date _____

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)

SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)

Degree of Risk (DR) = LIKELIHOOD x SEVERITY

** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

| | | |
|---------------------------------------|------------------------------------|--|
| Assessment conducted by: Matthew Hill | Job title: Academy Business Leader | Covered: Employees, Agency or Casual Staff Visitors, Contractors, Pupils |
| Risk assessment title: First Aid | | |
| Date of assessment: 07 October 2021 | Review interval: 1 year | Date of next review: 07 October 2022 |

| ACTIVITY | PERSON AT RISK | SIGNIFICANT HAZARDS | RISK* | | | RISK CONTROL MEASURES | RESIDUAL RISK** | | |
|--|---|-----------------------------------|-------|---|----|---|-----------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Calling the emergency services | Employees, Agency or Casual Staff Visitors, Contractors, Pupils | Inadequate emergency response | 3 | 5 | 15 | School is situated near the Bradford Royal Infirmary. Estimated time for an ambulance to arrive 15-20mins | 2 | 3 | 6 |
| School day and additional school events. | Employees, Pupils, Agency or Casual Staff | Inadequate provision of first aid | 4 | 5 | 20 | The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 0730-1800 hours. This includes Breakfast and After School Clubs | 2 | 3 | 6 |

| | | | | | | | | | |
|-----------------------|--|--------------------------------|---|---|----|--|---|---|---|
| | Visitors, Contractors | | | | | Managers are responsible for ensuring staff working outside these hours have adequate provision Managers are responsible for assessing whether the current arrangements within the school are adequate. | | | |
| Delivery of first aid | Employees, Pupils, Agency or Casual Staff Visitors, Contractors | Inadequate first aid treatment | 4 | 5 | 20 | <p>All First Aiders included on the list for the school have successfully completed adequate first aid training,</p> <p>All First Aid staff have been trained of how to use the Defibrillator. They can be found in the medical room and Zara sports centre.</p> <p>First aid boxes are situated around school</p> <ul style="list-style-type: none"> • The medical room • Reception • Science office • Resistant material classroom • Food technology room • The school kitchen • School minibus • Creative office • PE office | 2 | 3 | 6 |

| | | | | | | | | | |
|--------------------|---|--|---|---|----|--|---|---|---|
| | | | | | | <ul style="list-style-type: none"> Zara sports centre | | | |
| Accident reporting | Employees, Pupils, Agency or Casual Staff Visitors, Contractors | Unaware of how to summon first aid provision or an ambulance | 4 | 5 | 20 | <p>Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible.</p> <p>Managers are responsible for a list of First Aiders to be prominently placed around school</p> <p>Employees' Responsibilities:</p> <ul style="list-style-type: none"> Ensuring they follow first aid procedures Ensuring they know who the First Aiders in school are Completing accident report for all incidents they attend to where a first aider is not called (Appendix 3) Informing the Academy Business Leader or their manager of any specific health conditions or first aid needs <p>Ambulance Procedure:</p> | 2 | 3 | 6 |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | <ul style="list-style-type: none">• Dial 9(999) ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance.• Ensure reception/office staff are aware; advising them that an ambulance has been called to an incident in the school. Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident.• Child specific protocols are in place for Epilepsy and Anaphylaxis. | | | |
|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | |
|-----------------------|---|---------------------------------|---|---|----|--|---|---|---|
| Delivery of First Aid | Employees, Pupils, Agency or Casual Staff Visitors, Contractors | Insufficient first aid supplies | 4 | 5 | 20 | <p>The School Nurse is responsible for providing First Aiders with an appropriately stocked kit to enable them to undertake their role.</p> <p>The supplies must be suitable to deal with the type of injuries likely to be received within that area.</p> <p>All first aid kits will include</p> <ul style="list-style-type: none"> • 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 • Burns dressings | 2 | 3 | 6 |
|-----------------------|---|---------------------------------|---|---|----|--|---|---|---|

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | |
|-----------------------|------------------|----------------------------------|---|---|----|--|---|---|---|
| Delivery of First Aid | Pupils | Trips, falls & Bumps to the head | 4 | 5 | 20 | <p>All pupils to see a First Aider</p> <p>Pupils to receive first aid treatment & Cold Compress as required</p> <p>All pupils to receive a report slip. One for parent, one to be scanned on CPOMS</p> <p>Parents/Carers to inform school of up-to-date emergency contact details</p> <p>Parents/Carers to inform school of any medical conditions.</p> <p>Serious accidents e.g. broken bones, stitches to be recorded on an accident book form</p> | 2 | 3 | 6 |
| School Visits | Pupils and Staff | Inadequate first aid treatment | | | | See individual trip risk assessment | | | |