



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**



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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

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

3. Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

First aid in schools is ‘emergency care given immediately to an injured person with the purpose of minimising further injury’.

First aiders in school are not a substitute for professional medical care. Unwell students or students injured out of school should seek professional assistance.

3.1 Appointed person(s) and first aiders

Details of the appointed first aiders are displayed on the inside of the first aid room and 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 an example of a template in appendix 2 and 3) this template will be similar to the report the school will use. The 'Every' system is currently used to record all first aid incidents.
 - Keeping their contact details up to date

Our school's First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

King Edward VI Academy Trust has ultimate responsibility for health and safety matters in King Edward VI Lordswood School for Girls, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The governing board

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.

3.4 The Headteacher

The Headteacher is responsible for:

- ensuring that there is someone with the appropriate skills to oversee first aid provision within the school
- ensuring that adequate space is available for catering to the medical needs of pupils

3.4 The Premises, Health & Safety Development Officer

The Premises Health and Safety Development Officer is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders 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 appropriate risk assessments and appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary (see section 6)

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 reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3.6 Parents

Parents are responsible for:-

- Seeking medical attention when advised to do so
- Not sending students into school when they are too unwell
- Seeking medical help for injuries sustained out of school

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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or relay this to the receptionist who will then communicate it to the parent or persons collecting the student.
- If emergency services are called, the receptionist will contact parents and the Headteacher (or the person acting in this role) immediately.
- The First Aider will complete an accident report form or complete the relevant form on Medical tracker. This should be completed on the same day or as reasonably practicable after an incident.

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 Work Placement & Employer Engagement Coordinator or the Curriculum & Technical Support Coordinator 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. This might be in the form of a first aider at the destination or if not available, a first aider from school.

During coronavirus: we will take account of any government advice in relation to educational visits during a pandemic.

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.

First aid kits are stored in:

- The medical room
- Reception Main Office)
- The school hall
- All science labs
- Food Room (Classroom 209)
- Health and Social Care (Classroom 217)
- Art Room (Classroom 223)
- The school kitchens
- Sixth Form Block (Main Reception)
- School vehicles
- Travel bags (out of school visits)

6. Record-keeping and reporting

6.1 First aid and accident record book

- All first aid calls should be recorded via medical tracker - this includes calls for panic attacks and medical conditions.
- An accident form will be completed by the 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Student Support Administrator
- Records held in the first aid and accident book/Every system 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. The school should check whether the insurer requires accident records to be retained for a longer period of time in the event of any serious accidents.

6.2 Reporting to the HSE

The Premises Health & Safety Development 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 Head teacher or the Premises Health & Safety Development 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 scalding 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)

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

6.3 Notifying parents

The 'Medical tracker' system sends an email when a first aider is called to any accident or injury sustained by a pupil to 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.

6.4 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

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 (see appendix 3).

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 Premises Health & Safety Development Officer annually.

At every review, the policy will be approved by the Head Teacher (Mrs. Kerry Cooney) and then be approved by the governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Educational visits outside the classroom policy

Appendix 1: list of Trained First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mr. Mathew Fox	Support Staff	m.fox@lsg.kevibham.org
Mrs. Maxine Pollard	Support Staff	m.pollard@lsg.kevibham.org
Mrs. Jenny Gordon-Redmond	Support Staff	j.redmond@lsg.kevibham.org
Miss. Dupinder Bhogal	Support Staff	d.bhogal@lsg.kevibham.org
Mrs. Diane Baxter	Support Staff	d.baxter@lsg.kevibham.org
Mrs. Natasha Lawlor	Support Staff	n.lawlor@lsg.kevibham.org
Mrs. Katie Vine	Teaching Staff	k.vine@lsg.kevibham.org
Mrs. Emma Aston	Teaching Staff	e.aston@lsg.kevibham.org
Miss. Fiona Briggs	Teaching Staff	f.briggs@lsg.kevibham.org
Mr. R Dhanda	Support Staff	r.dhanda@lsg.kevibham.org
Mrs. Manjit Purewal	Support staff to the cleaning / catering team (External Contractor)	r.dhanda@lsg.kevibham.org (Line Manager)
Mrs Kellyann Dean	Support Staff	K.Dean@lsg.kevibham.org
Ms Natasha Ingram	Support Staff	N.Ingram@lsg.kevibham.org
Mrs Lorna Harrison	Support Staff	L.Harrison@lsg.kevibham.org
Mr Marshall McDonald	Support Staff	M.McDonald@lsg.kevibham.org
Mrs Jody Clarke	Support Staff	J.Clarke@lsg.kevibham.org

Appendix 2: Accident Report Form




**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

ACCIDENT/OCCURRENCE/NEAR-MISS REPORT FORM

To be completed by the Health & Safety Support Team (HSST)

Date Received:

Date sent To HSE:

<p>Notes on completion</p>	<ul style="list-style-type: none"> This report should be completed by a Manager/Supervisor as soon as reasonable practicable. see below* Please complete & submit a separate report for each casualty or occurrence. Include and relevant statements and photographs. The Health and Safety Support Team (HSST) within school will report any accidents to the HSE as per RIDDOR. Complete all relevant sections, preferably in capital letters, and if necessary use a continuation sheet. If you have any problems with its completion please contact the HSST. Retain a copy of this report for 3 years. This document must be treated as private and confidential.
 <p>Data protection</p>	

Part A - Details of Injured Person		
1. Full Name		Date of Birth
		Male Female
2. Address, postcode and telephone number	Injured persons home address (including post code)	Injured persons telephone number:

3. Who was involved or injured? (Please underline) *If other please specify	A. School Employee B. Pupil C. *Other (Public, Visitor, Contractor, Service User)	Job Title
4. Address of Workplace/School	Name of School King Edward VI Lordswood School for Girls	School address Knightlow Road Harborne Birmingham B17 8QB
5. If not King Edward VI Lordswood School for Girls staff (i.e Contractors) what is Employers' name and address?		
Part B – Details of incident location		
1. Date and time of incident	Date:	Time (24 hour):
2. Address where accident/incident occurred	Did the incident happen at the workplace/school address above?	Yes / No (if no fill in address):
3. Precise location of incident		

Part C – Details of accident and action taken

**1. Description of the accident/
incident**

Part D – Details of injury

1. Type of injury?
(Please underline)

- | | |
|--------------------------------|--|
| A. Fatality | E. Minor injury (i.e cuts/bruises etc) |
| B. Major injury or condition | F. No injury |
| C. Was resuscitation required? | G. No injury visible |
| D. Was patient unconscious? | H. Shock |

2. Describe the injury

Part E – Details of first aid and treatment given

1. What treatment was given to the injured person? (Please underline)

***If other please specify**

- | | |
|--|--|
| A. Taken to Hospital from site of accident by Ambulance. | D. Taken to GP/Dentist by parent/other |
| B. Taken to Hospital - by parent/other* | E. Treated by a First Aider |
| C. Remain in Hospital for more than 24 hours | F. No treatment |

Name of First Aider _____ Signature _____

2. Describe first aid given	
------------------------------------	--

Part F – Contact with Parent/Carer – Please complete relevant sections as appropriate

Name of Staff member who contacted Parent/Carer/Family member	
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1. Method of communication (i.e Telephone – please state telephone number used)	Telephone Number:
	Other:

2. Name of Parent/Family member spoken to (Must be over 18)	Name:
	Relationship to Student:

3. Agreed action between School and Parent/Carer	

4. Name of adult who collected child	Name:
	Relationship to Student:

Part G – Details of Absence from School/Work

1. Absence from School/Work? (Please underline) (Absence includes weekends/BH if included in time off) *Please state number of days	A. More than 3 days off*	C. No absence
	B. Not Known	Number of days:

Part H – To be completed by School Health and Safety Team

1. To be completed by the school's HSST (Health & Safety Support Team)	Please give details of action taken to prevent an incident/accident recurring following an investigation by the HSST
2. What have you done to prevent a recurrence? <i>(i.e have you reviewed and updated risk assessment)</i>	

Responsibilities

Manager/Supervisor/Teacher to complete Section A, B, C, J

First Aider to complete Section D, E, F

School HSST to complete Section G, H

Headteacher to complete Section K

Responsibility for overseeing that the form is completed is the **Premises Health & Safety Development Officer**, assisted by the **Office Manager**.

Accident Reporting

A folder is located in the school office.

1. Accident Reporting (and near misses) & First Aid and Sickness

An 'Accident Form' must be completed by the teacher/manager/supervisor for every accident which occurs (student, employee or visitor to the school). This includes clubs, out of school activities and educational visits etc.

It is the responsibility of the person supervising the accident to complete the form.

The school is required to report more serious accidents to the Health and Safety Executive. However **all** accidents need to be reported using the Accident Form.

Appendix 3: minor injuries accident record form

Accident Records

Name	Date/Time	Summary of incidents/injuries	Treatment	Name of First Aider (If applicable)	Next of kin informed Y/N
Example	Example	Example	Example	Example	Example

Appendix 4: first aid training log

KING EDWARD VI LORDSWOOD SCHOOL FOR GIRLS
FIRST AID TRAINING & QUALIFICATION
 Course Provider - Birmingham Education Support Services/HMB First Aid Training
 Qualified Level 3 in First Aid At Work

NO	NAME		QUALIFICATION	DATE OBTAINED	VALID UNTIL	BOOK FOR RENEWAL	DIABETES TRAINED	CONTRACTOR
1	Diane Baxter	SS	L3 First Aid At Work	24.03.2023	24.03.2026	January 2026	Y	
2	Matthew Fox	SS	L3 First Aid At Work	24.05.2021	24.05.2024	February 2024	Y	
3	Fiona Briggs	TS	L3 First Aid At Work	02.11.2021	01.11.2024	September 2024	Y	
4	Dupinder Bhogal	SS	L3 First Aid At Work	24.03.2023	24.03.2026	January 2026	Y	
5	Rupinder Dhanda	SS	L3 First Aid At Work	24.03.2023	24.03.2026	January 2026	Y	
6	Jennifer Gordon-Redmond	SS	L3 First Aid At Work	24.05.2021	24.05.2024	February 2024	Y	
7	Maxine Pollard	SS	L3 First Aid At Work	24.05.2021	24.05.2024	February 2024	Y	
8	Emma Aston	TS	L3 First Aid At Work	02.11.2021	01.11.2024	September 2024	Y	
9	Katie Vine	TS	L3 First Aid At Work	17.11.2021	16.11.2024	September 2024	Y	
10	Natasha Lawlor	SS	L3 First Aid At Work	17.11.2021	16.11.2024	September 2024	Y	
11	Manjit Purewal	C	L3 First Aid At Work	17.11.2021	16.11.2024	September 2024	Y	CleanTec / Aspens
12	Jody Clarke	SS	L3 First Aid At Work	24.03.2023	24.03.2026	January 2026	Y	
13	Kellyann Dean	SS	L3 First Aid At Work	10.07.2023	10.07.2026	May 2026	Y	
14	Natasha Ingram	SS	L3 First Aid At Work	10.07.2023	10.07.2026	May 2026	Y	
15	Lorna Harrison	SS	L3 First Aid At Work	24.03.2023	24.03.2026	January 2026	Y	
16	Marshall McDonald	SS	L3 First Aid At Work	10.07.2023	10.07.2026	May 2026	Y	
						<i>Reviewed by:</i>	<i>R.Dhanda</i>	
						<i>Reviewed date:</i>	<i>October 2023</i>	

Appendix 5: Link to Gov.UK government guidelines information document – actions for schools during the coronavirus outbreak

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

[Actions for schools during the coronavirus outbreak](#)