



AMBITION, DETERMINATION, EXCELLENCE, INTEGRITY, KINDNESS, RESPECT
Headteacher: Mr N Wright MMATH

FIRST AID POLICY 2024-2025

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| Member of Staff Responsible: | Operations Manager and SLT |
| Last Review: | January 2025 |
| Next Review: | January 2026 |

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1. Policy Statement

Oakmoor School undertakes to ensure compliance with the relevant legislation in regard to the provision of First Aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may be affected by our activities.

The relevant legislation is listed below:

- Health & Safety at Work Act 1974
- Management of Health & Safety At Work Regulations 1999
- Health & Safety (First Aid) Regulations 1981

The Headteacher, who is the Responsible Manager, holds responsibility for First Aid at Oakmoor School. The School Medical Officer will manage and co-ordinate First Aid matters on behalf of, and under the direction of, the Operations Manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Aims and Objectives

Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the First Aid provision requirements for our premises:
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect First Aid provision.
- Ensuring that there is a sufficient number of qualified First Aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all

3. First Aid Training

The Operations Manager will ensure that appropriate numbers of qualified First Aiders are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

4. Qualified First Aid Staff

Qualified First Aid staff will be responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

At Oakmoor School, we operate two tiers of First Aid Training:

5. First Aider

A qualified First Aider is someone who has been trained and holds a First Aid at Work certificate gained from a 3-day HSE approved course.

This training will be provided to key personnel:

- School Medical Officer
- Pastoral Department
- Staff members leading pupils on trips in and outside of the UK
- Key Health & Safety/Operations Department staff.

6. Emergency First Aider

A qualified Emergency First Aider is someone who has been trained and holds an Emergency First Aid at Work certificate gained from a 1-day HSE approved course, usually by St Johns Ambulance.

This training will be provided to personnel who do not require the 3-day HSE approved course, and who are unable to attend the Basic First Aid for Schools session, where First Aid training is required based on the individuals role.

This training will be provided to key personnel:

- Teaching Assistants (TA's)
- Site Team
- Staff members leading pupils on trips locally and within the UK
- Within higher risk departments (PE / Science / Technology)

All two tiers of training qualify the individual to be identified as a Qualified First Aider within this Policy.

The list of qualified First Aid staff will be displayed in the following locations:

- Alongside each First Aid Box
- Catering Kitchen
- Medical Room/Pastoral
- Reception
- Staff Health & Safety Noticeboard
- Staff facilities (Staffroom, Kitchen / Refreshment Point)

7. First Aid Provision

The First Aid Needs Assessment has identified the requirement for First Aid Kits to be available in the following locations:

- A minimum of one per block or separate building
- Higher risk departments (PE, Science, Technology)
- Medical Room/Pastoral
- School minibuses
- Staff facilities (Staffroom, Kitchen / Refreshment Point)

It is the responsibility of the School Medical Officer to check the contents of all First Aid Kits on a termly basis and record the findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the School Medical Office and emailed to the Operations Assistant to be added to the matrix.

The minimum contents required in the First Aid Kits are listed under the '*minimum required*' column on the checklist itself. The '*required quantity*' column should be completed with either the minimum quantity or

additional quantity required to ensure the First Aid Kit remains stocked between termly checks, this figure should be based on historical and expected usage and the level of risk within the department. The 'actual quantity' column to be completed with the quantity in the First Aid Kit at the time of the check. These stock levels are then used to determine the required stock order to fully stock the First Aid Kit.

In between the Termly Checks, the qualified First Aiders are to monitor the stock levels within their local First Aid Kit and request replacement stock from the School Medical Officer as required.

The First Aid Needs Assessment has identified the requirement for Automatic External Defibrillator (AED) on the premises, this is located as follows:

- West Block/Sports Hall (external)
- School Reception

One AED have been located externally in the higher risk areas to allow access at all times during the school day (PE / Sports Hall, West Block).

The Medical Room is designated as the First Aid Room for treatment, sickness and the administering of First Aid. The Medical Room will have the following facilities:

- Bed
- First Aid Kit
- Chair
- Mobile Phone
- Landline Phone
- Salbutamol Inhalers

8. Emergency Arrangements

Upon being summoned in the event of an accident, the qualified First Aider is to take charge of the First Aid administration / emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The qualified First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any severe head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the qualified First Aider is unsure of the severity of the injuries
- Whenever the qualified First Aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents/Carers of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Required First Aid treatment
- Requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be available.

In the event that the parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified First Aider, Medical School Officer, Pastoral Assistant/Manager or other First Aid trained staff member remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider, Medical School Officer, Pastoral Assistant/Manager other First Aid trained staff member will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

9. Head Bump Procedure

A new Bump to Head, Head Injury and Concussion Policy was created in 2022 and is checked yearly. Please refer to this policy for guidance.

9. Records

Any accident, incident or injury involving Staff, Students or Visitors is to be immediately reported and recorded. For adults, the incident must be recorded via the Accident Report Form found on the Shared T-Drive which can be emailed/printed by staff member to be handwritten. It is to be sent to the Operations Assistant.

For Students, minor injuries are to be recorded via a First Aid book held in Medical Room; this will then be forwarded to the Health & Safety Assistant who will follow the correct procedure.

All significant accidents, incidents and near misses involving or witnessed by staff or students are to be immediately reported to the Operations Manager and Operations Assistant.

The Operations Manager and Operations Assistant are to be informed as soon as possible in the event of a serious accident or incident in school or on a school-related event e.g. sporting fixture or trip.

Injuries that occur as a result of normal school activities (e.g. PE lessons), carried out with appropriate supervision and in accordance with a risk assessment are not classified as an accident. However, serious injuries should still be recorded and reported in accordance with the instructions above and injuries in PE will still be noted for the purposes of analysing trends.

Any serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the School's appointed Health & Safety Consultant and reported using the HSE's online RIDDOR (F2508) reporting system.

10. Monitor and Review

Staff will be routinely reminded of the First Aid Policy, via, the Health & Safety Committee and the Staff Noticeboard.

The Operations Manager is responsible for monitoring this Policy and procedures, and amending accordingly following incidents or concerns.

The Operations Manager, School Medical Officer and the Health & Safety Committee will review this Policy annually.