



Chipping Campden School

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First Aid Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and trustees 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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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 students

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Mrs C Gates. 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 students home to recover, where necessary
- Filling in an accident report on the same day as, 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 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 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 students
- 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
- Ensuring they know who the first aiders in school are
- The Medical Officer will complete all accident reports on both Arbor and SHE website
- Informing the Principal 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 the 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 Medical Officer judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the Medical Officer will recommend next steps to the parents
- If emergency services are called, the Medical Officer will contact parents immediately
- The Medical 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 students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of students
- Parents' contact details

When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Office Manager prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 first aider on school trips and visits.



5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Site team
- All science labs
- All design and technology classrooms
- The school kitchens
- PE department
- Art and Music classrooms
- PAC
- 6th Form
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the Medical Officer 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
- For accidents involving students, a copy of the accident report form will also be added to the student's Arbor record by the Medical Officer



- 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 Medical 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 Medical Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the HR Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm



- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- 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

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the Medical Officer annually.

At every review, the policy will be approved by the Principal and the Governing Body.



Appendix 1: List of trained first aiders

STAFF MEMBER'S NAME	ROLE
Mrs C Gates	Medical Officer/First Aid
Mr K O'Brien	First Aid
Mr D Scott	First Aid
Mrs S Marlborough	First Aid
Mrs K Harvey	First Aid
Mrs E Smith	First Aid
Mr M O'Brien	First Aid
Mrs B Brotherton	First Aid
Miss D Stannard	First Aid
Mrs L Syme	First Aid
S Jones	First Aid
Miss E Harris	First Aid
Mrs H Gregory	First Aid
Miss S Henderson	First Aid
Mr L Harding	First Aid
Mr T Cole	First Aid
Mr R Steeds	First Aid
Mrs L Tranter	First Aid
Miss J Smith	First Aid
Mrs M Kilminster	First Aid
Miss J Roe	First Aid
Mr C Gullis	First Aid



Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	



Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)



Local Hospitals and Doctors Surgeries

LOCAL HOSPITALS

Gloucestershire

Cheltenham General Hospital (MINOR INJURIES UNIT)

Sandford Road, Cheltenham, Glos GL53 7AN

Tel: 0300 422 2222

Gloucester Royal Infirmary (A&E)

Great Western Road, Gloucester GL1 3NN

Tel: 0845 422 2222

North Cotswold Hospital (MINOR INJURIES UNIT)

Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 0300 421 8770

Warwickshire

Stratford upon Avon Hospital (MINOR INJURIES UNIT)

Arden Street, Stratford upon Avon, Warks

Tel: 01789 205831

Warwick Hospital (A&E)

Lakin Road, Warwick, CV34 5BW

Tel: 01926 495321

LOCAL DOCTORS SURGERIES

Gloucestershire

Chipping Campden Surgery

Back Ends, Chipping Campden, Glos GL55 6AU

Tel: 01386 841894

Mann Cottage Surgery

Four Shires Medical Centre, Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 01608 650764



Stow on the Wold Surgery

Well Lane, Stow on the Wold, Glos GL54 1EQ

Tel: 01451 830625

The White House Surgery

Four Shires Medical Centre, Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 01608 650317

Warwickshire

Bidford Healthcare Centre

Stratford Road, Bidford on Avon, Warks B50 4LX

Tel: 01789 773372

Meon Medical Centre

Goose Lane, Lower Quinton, Stratford upon Avon, Warks CV37 8TA

Tel: 01789 720820

Bridge House Medical Centre

Scholars Lane, Stratford upon Avon, Warks CV37 6HE

Tel: 01789 292137

Rother Street Medical Centre

Stratford upon Avon, Warks CV37 6PP

Tel: 01789 269386

Shipston Medical Centre

Badgers Crescent, Shipston on Stour, Warks CV36 4BQ

Tel: 01608 661845

Trinity Court Surgery

Arden Street, Stratford upon Avon, Warks CV37 6HJ

Tel: 01789 292895



Worcestershire

Abbey Medical Practice

Abbey Lane, Evesham, Worcs WR11 4BS

Tel: 01386 761111

DeMontfort Medical Centre

Burford Road, Evesham, Worcs WR 11 3HD

Tel: 01386 443333

Barn Close Surgery

Station Road, Broadway, Worcs WR12 7DE

Tel: 01386 853651

Merstow Green Medical Centre

Abbey Lane, Evesham, Worcs WR11 4BS

Tel: 01386 765600

Riverside Surgery

Waterside, Evesham, Worcs WR11 1JP

Tel: 01386 444400