



READING SCHOOL FIRST AID POLICY

THE COMPANIES ACT 2006

Reading School (The Academy) is the employer. The business of the Academy Trust is managed by the Governing Body.

INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations, 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

PERSONNEL

1. Health and Safety Officer

The Headmaster (as designated Health and Safety Officer) is responsible for the health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).

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The Health and Safety Officer must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Health and Safety Officer should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Health & Safety Officer is responsible for putting the policy into practice and for developing detailed procedures.

They should ensure that the policy and information on the School's arrangements for first aid are made available to parents. These will be displayed on the school website.

2. The Appointed Person

The Appointed Person is the person in charge of first aid arrangements, i.e The Pastoral and First Aid Officer

Their role includes

- looking after the first-aid equipment and facilities
- taking charge when someone is injured or becomes ill
- calling the emergency services when appropriate

3. The First Aider

The First Aider must have completed and keep updated a training course approved by the HSE.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting First-Aiders the Headmaster should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties – there must be at least 1 first aider that can leave their post to deal with any first aid incident that arises.

4. Other staff

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

PROCEDURES

1. Risk assessment

- Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and Department Heads.
- Re-assessment of first-aid provision is part of the School's annual monitoring and evaluation cycle.

2. Review

The Health & Safety Officer:

- reviews the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- monitors the number of trained first aiders, alerts them of the need for refresher courses and organises their training sessions
- monitors the emergency first-aid training received by other staff and organises appropriate training

The First Aider:

- checks the contents of the first-aid boxes termly. Replacement of used items should be notified to the First Aider for immediate replacement

Providing information

The Health & Safety Officer (or their nominated deputy) will ensure that staff are informed about the School's First-Aid arrangements by:

- Providing information packs for new staff as part of their induction programme
- Maintaining a first-aid notice board in the staff room
- giving all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

PROVISION

The Health & Safety Officer will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. Schools are low risk environments, but the Headmaster will consider the needs of specific times, places and activities in deciding on provision.

In particular they will consider:

- PE both on and offsite including fixtures
- School trips
- Science labs
- Computer Science/Art rooms
- Adequate provision in case of absence, including trips

- Out-of-hours provision eg clubs, events
- Residential staff and pupils

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on school premises.

First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff.

The School should appoint at least one Appointed Person per key department (e.g. PE, Drama, Art, Science.)

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons will undertake two-day emergency first-aid training. Specialist training in first-aid for children should be arranged in a three year cycle.

First-aid materials, equipment and facilities

The Pastoral and First Aid Officer must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available, in line with HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
 - Each school minibus must carry a first-aid container
 - First aid containers must accompany PE teachers off-site
 - First aid containers should be kept near to hand washing facilities
- Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- in school, the First Aider
- on minibuses, the First Aider or the Site Controller
- for off-site PE, a named member of the PE department

Accommodation

The Headmaster must provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment. See Infection Control Policy for further updates.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The H&S Officer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE,

Accidents Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents

Accidents Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to
 - any school activity, both on or off the premises
 - the way the school activity has been organised and managed
 - equipment, machinery or substances
 - the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headmaster is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer or First Aid Officer. The member of staff dealing with the incident must ensure to fill out an incident reporting form within 24 hours.

The Headmaster/Health and Safety Officer, must complete the RIDDOR Form, attached to a copy of this policy and email it to the Administrator.

The Administrator will report the incident to HSE and also to School's insurers.

Record keeping

Statutory accident records: The Headmaster must ensure that readily accessible accident records, written or electronic, are kept for a minimum of 3 years or in the case of a minor until they are 22 years of age.

The school's central record is kept in the Medical Centre. This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The H&S Officer must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

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- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Headmaster must have in place procedures for ensuring that parents are informed of significant incidents. The First Aid officer will notify parents via telephone/email and this is also logged on the child's bromcom account. The parents can access this via the MCAS portal. (My Child at School)

Monitoring

Accident records can be used to help the Headmaster and Health and Safety Officer/First Aider identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Headmaster should establish a regular review and analysis of accident records.

Approved by:
Date:
To be reviewed

The EXPC Committee of the Governing Body
9 June 2025
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