



FIRST AID POLICY JUNE

NOVEMBER 2022-24

Passmores Academy

Part of the Passmores Co-operative Learning Community

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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, trustees and local 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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

3. Roles and responsibilities

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, this person is not required to be a trained first aider.

3.1 Appointed person(s) and first aiders

The appointed first aiders 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 at work 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 the template in appendix 2)
- Keeping their contact details up to date and any related health care plans up to date on the management information system – SIMS

PCLC first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the co-principals and staff members.

3.3 The co-principals

The co-principals are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification where appropriate, 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 (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
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the co-principal or their manager of any specific health conditions or first aid needs

4. First aid procedures

All first aid trained staff and appointed first aid staff should follow the procedures in 4.1 below:

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
- If emergency services are called, the first aider will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Parents/Carers will always be informed of an injury or where treatment was required in school

In the event of any of the following incidents an ambulance will **ALWAYS** be called to the school site:

- Significant Injury
- Head Injury
- If bleeding cannot stop.
- In the event of a period of unconsciousness.
- Asthma attack
- A concern for the medical wellbeing of a pupil

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 relevant member of staff who has assumed the responsibility of trip leader *prior* to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

All equipment/medicines to remain in the medical room. Vomit bowls/ice packs should be disposed of in line with hygiene protocols in bags in First Aid.

Epipens and Asthma pumps are stored in a locked area in the medical room

The Defibrillator is stored in the school reception area

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:

- Student Services – medical room
- Reception (at the desk)
- All science labs

- All design and technology classrooms
- The school kitchens
- School vehicles

6.0 First aid and accident record book

- An accident form will be completed by the first aider or the relevant member of staff 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 first aider
- 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

6.1 Reporting to the HSE

The first aider 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 first aider in association with a member of the senior leadership team 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:
 - 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 Reporting to Ofsted and child protection agencies

The Designated Safeguarding Lead 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.

The DSL will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7 Training

All school staff can 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 was approved by the Local Governing Body on 22nd November 2022

The policy will be reviewed by the Head of Administration every 2 years. At every review, the policy will be approved by Local Governing Body.

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 aid staff and validation of certificate

Surname	Forename	First Aid at Work (2 day)	Emergency First Aid (1 day)	Diabetes
Baker	Debbie	05/10/2025		22/11/2023
Beatty	Myra	05/10/2025		22/11/2023
Butler	David		13/05/2024	
Guyton	Lynn		11/11/2023	
Jones	Claire	21/07/2023		
Kemsley	Kelly	28/07/2025		16/09/2023
Marten	Chris	21/07/2023		
McCall	Richard	20/07/2023		
Montgomery	Jackie		01/12/2023	
Nixon	Emma		13/05/2024	
O'Hara	Alan		13/05/2024	
Silva	Aislinn		11/11/2023	
Simpson	Sara	21/07/2023		
Turner-Porter	Freya	01/03/2025		16/09/2023

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			
Name of person attending the incident			
Signature		Date	

Pupil displays symptoms

Staff member to send the pupil to the **first aid room** and tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



First aid staff must isolate the pupil immediately (room opposite reception) and contact a member of SLT and arrange for a parent/carer to collect the pupil and ask for a test to be undertaken (**Full PPE must be worn when caring for the pupil awaiting collection and premises staff must deep clean the room before future use**)

Staff member displays symptoms

Staff member to inform a member of SLT and the first aid team immediately before leaving the school premises, avoiding contact with others



If teaching, staff member to wait until supervision has arrived for their class before leaving



Symptomatic pupil/staff member will be told by SLT or first aid team

- To self-isolate for **at least 10 days** from the day they become ill (note: if they go on to test positive, they should only return to school after this if they no longer have symptoms other than a cough or loss/change of smell/taste – they should keep self-isolating until their temperature returns to normal)
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**



Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location



Symptomatic pupil (via their parents or carer)/staff member to inform the school of the coronavirus test result as soon as possible



If test is negative

The pupil/staff member can stop self-isolating and return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their group can continue to stay in school, unless they display symptoms

If test is positive

The school will contact the local health protection team, who'll carry out a rapid risk assessment. Based on the team's advice, the school will ask pupils or staff who had close contact with the person when they were infectious to self-isolate for **14 days** from the day they were last in close contact

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will contact the local health protection team again to decide next steps

Responding to a suspected or confirmed

case of COVID19

Updated 12th June

<p>If symptoms develop during the school day:</p>	<p>If a child, young person or staff member develops symptoms of the coronavirus, they should be sent home and advised to self-isolate, along with their fellow household members.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>
<p>If a child/staff member begins displaying symptoms outside of school.</p>	<p>The individual must not come to school and you should inform the parents of the rest of the bubble so they can be vigilant around any symptoms developing.</p> <p>If the individual arrives at school, they should be sent home immediately.</p>
<p>Isolation for the whole bubble</p>	<p>The DFE guidance states that the whole bubble should self-isolate if any individual in that bubble tests positive for COVID19. It does not deem isolation necessary on the basis of symptoms only, however our suggestion is that you consider this on a case by case basis.</p> <p>You should consider the likely risk of transmission, for example if symptoms developed during the school day or the individual had been in very recent contact with the wider bubble when their symptoms developed you may want to ask the whole bubble to self-isolate until such time a test has been obtained.</p>

	<p>If this is the case and the bubble is asked to isolate and the test result is negative, the bubble may return to school.</p> <p>If the individual had not recently been in contact with the bubble i.e. symptoms developed over the weekend, you may feel that it is appropriate for the remainder of the bubble to continue to attend school until such time as a test is obtained.</p> <p>If the bubble members are asked to isolate, it is essential that they follow the government guidance and remain at home for 14 days.</p>
<p>Informing Public Health of positive case/s</p>	<p>If there is a confirmed case within your school in a member of staff or child, you should inform Public Health.</p> <p>To notify a case(s) to PHE, schools can call Public Health England (PHE) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent, schools can also email: eeo.crc@phe.gov.uk to notify PHE.</p>
<p>Cleaning the area following a case of COVID 19</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including; bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p>

	<p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</p> <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p>
<p>Who should access a test?</p>	<p>The symptomatic individual should access a test as soon as possible.</p> <p>The symptoms for testing are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>The remaining bubble members should only access testing if they themselves become symptomatic.</p> <p>It remains the case that if a bubble member goes on to display symptoms and so accesses a test but it is negative – they still cannot return to school/ work until they have completed their 14 days isolation period (this is because they still might go on to become positive during the 14 days).</p>
<p>Accessing testing for staff:</p>	<p>Education settings, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p>
<p>Accessing testing for children:</p>	<p>To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.</p>

	<p>Parents must be advised to inform the school of the test result. If negative, verification would be required before returning to school.</p>
<p>Returning to school/work</p>	<p>Where the original individual tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child/staff member tests positive – they may return to school after 7 days, providing they are well enough to do so.</p> <p>For clarification, public health have advised that staff and children should not return to school after having a positive test and completing their isolation period, if they still have any of these symptoms:</p> <ul style="list-style-type: none"> • a high temperature or feeling hot and shivery • a runny nose or sneezing • feeling or being sick • diarrhoea • loss of appetite <p>If someone is symptomatic, tests positive and works with a vulnerable group/individual, who has greater vulnerability than the general population, it is sensible they are excluded for 14 rather than 7 days.</p>
<p>Disposing of waste</p>	<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p>

Frequently Asked Questions

What does the Track and Trace programme mean for schools?	<p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</p> <p>In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.</p> <p>It is not expected that closure of the whole school will be necessary where schools are following advice around infection control.</p>
Do other staff members need to self-isolate if a staff member tests positive?	<p>No, other staff members outside of the affected bubble do not need to self-isolate if a teacher or other staff member contracts COVID19. The reason for this is because staff members should be able to implement social distancing when at work. It is appreciated that this will not always be possible with children in the classroom and so the immediate bubble is advised to self-isolate if one of their group contracts the virus. This includes teacher and support staff within the group.</p>
Who do we need to inform of a positive case?	<p>As soon as a pupil or member of staff has tested positive for COVID-19, please notify the Schools Communication Inbox and Public Health England.</p> <p>Schools.Communication@essex.gov.uk</p> <p>Public Health England (PHE) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent, schools can also email: eoecrc@phe.gov.uk to notify PHE.</p>
Should a school close to deep clean?	<p>It is not necessary to close the whole school site to deep clean as a result of a case of COVID19. It is advised that, if possible, children/staff are moved away from the area in which the symptomatic individual has been in order to clean.</p>

If a bubble is asked to isolate but individuals within that group return a negative test, can they return to school?	If a member of the bubble tests positive the whole bubble must self-isolate for 14 days. This is because it may take a number of days for symptoms to show, in the meantime the individual could return a negative test but then go on to become positive.
Should we inform parents of a case of COVID19 in school.	Yes, it is advisable to inform the affected bubble immediately and the wider school community as soon as possible. Transparency at this time is important as it allows parents, children and staff to be even more vigilant.