



**The Kite  
Academy  
Trust**  
Flying high  
together

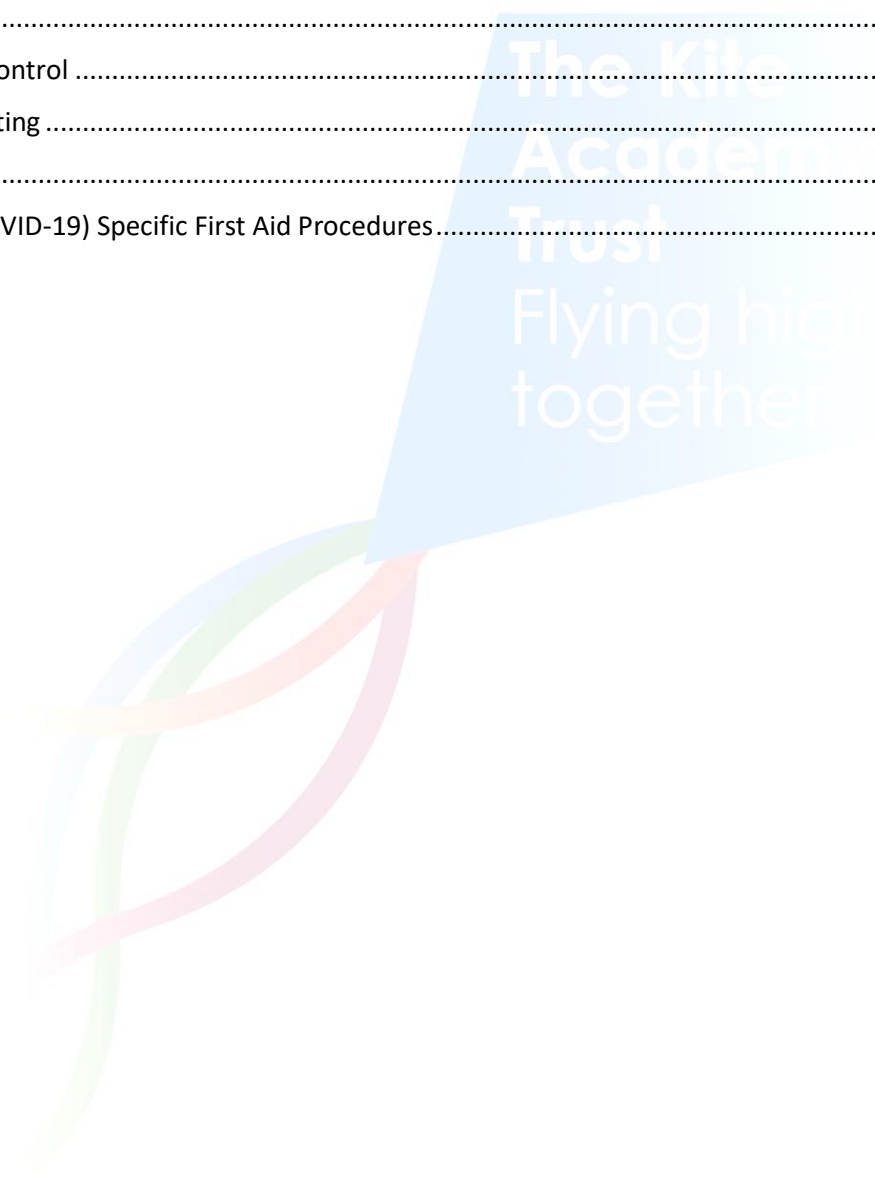


**KITE ACADEMY TRUST**  
**FIRST AID POLICY**

v.XX.05

# Contents

1	Introduction.....	1
2	Legislation & Guidance.....	1
3	Roles and Responsibilities.....	1
4	Medical Emergencies - First Aid Procedures.....	2
5	First Aid Equipment.....	3
6	Infection Prevention & Control.....	4
7	Record-keeping & Reporting.....	4
8	Training.....	5
	Appendix 1 – Coronavirus (COVID-19) Specific First Aid Procedures.....	6



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# 1 Introduction

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 & Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), 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

# 3 Roles and Responsibilities

In academies with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

## **Appointed person(s) and first aiders**

The academy will appoint designated first aiders. 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 (this may be the responsibility of the Office staff).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role. They 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
- The Office staff will be responsible for keeping contact details up to date
- Names of appointed person and/or trained first aiders are listed and displayed prominently around the academy.

### **Trust Board**

The Kite Academy Trust Board has ultimate responsibility for health and safety matters but delegates operational and day-to-day responsibility to the Head Teacher of each academy.

### **The Head Teacher**

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the academy 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 pupils
- Reporting specified incidents to the HSE when necessary

### **Staff**

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in academy are
- Completing accident reports for all incidents they attend to whether a first aider is required or not
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

## **4 Medical Emergencies - First Aid Procedures**

### **In-academy 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 academy, 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 designated member of staff will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

In the event of a pupil becoming unwell:

- the pupil is taken to the academy office and placed in the medical room, to be monitored. The child's parent/carer will be contacted and asked to collect the child if necessary. In extreme situations an ambulance may be called.

Please see Appendix 1 for Coronavirus (COVID-19) specific procedures. Please also see Kite Academy Trust's Infection Control Policy.

### Off-site Procedures

When taking pupils off the academy premises, staff will ensure they always have the following:

- A 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 prior to any educational visit that necessitates taking pupils off academy premises.

There will always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Where an academy trip and/or visit does not involve Early Years Foundation Stage children, there will always be at least one first aider.

In any medical emergency, pupils' parents will be contacted as soon as practicable. If the child's parent cannot be contacted, attempts will be made to contact other emergency contacts provided for the child. Parents must provide **three** emergency contacts for their child, in contact priority order.

## 5 First Aid Equipment

All staff must know where the First Aid Kits are stored around the academy.

First Aid kits will be kept in areas around the academy as agreed by the Head Teacher.

A full First Aid kit will be kept in the Office/medical room.

Personal protective equipment (PPE) is available if there is a risk of contamination with blood or bodily fluids.

In the event of an outbreak of an infectious illness, such as coronavirus (COVID-19), PPE should be worn by staff caring for a child if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Please see the Kite Academy Trust's Infection Control Policy.

## 6 Infection Prevention & Control

The Kite Academy Trust's Infection Control Policy provides guidance to prevent and manage infections in our academies.

We follow national guidance published by Public Health England (PHE) when responding to infection control issues and encourage staff and pupils to routinely follow good hygiene practice.

During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put in to practice to minimise the spread of the infection and ensure our academies are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the COSHH. Enhanced cleaning will be undertaken where required.

If the clothing of the first-aider or a child becomes contaminated with blood or bodily fluids, the clothing is to be removed as soon as possible and placed in a plastic bag. The child's clothing is sent home with the child.

Please see the Kite Academy Trust's Infection Control Policy.

## 7 Record-keeping & Reporting

### First Aid and Accident Record Book

- An accident form will be completed by 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
- Records held in the first aid and accident book will be retained by the academy 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

### Reporting to the HSE

All accidents reportable under either OSHENS or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be recorded by the designated person and authorized by the Head Teacher.

The relevant member of staff 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 academies 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:

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

### **Notifying Parents**

The designated member of staff will 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.

### **Reporting to the Area School's Office**

The Head Teacher will notify the Area School Office (ASO) of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 8 Training

All academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## Appendix 1 – Coronavirus (COVID-19) Specific First Aid Procedures

As part of the partial re-opening of our academies from 1<sup>st</sup> June 2020 and grouping of children in 'bubbles', consideration has been given to first aid procedures in our academies to ensure the health, safety and welfare of our children and staff and to limit the risk of transmission of infection.

### **In the event of an accident resulting in injury:**

Each bubble will have a First Aid kit which is to with them at all times, including break and lunchtimes.

If a child suffers a minor injury, they will be treated by one of the members of staff in their bubble using the bubble's First Aid kit.

If the injury is more serious, a member of staff from the bubble will contact the Office or Paediatric First Aider by telephone for further advice.

If an ambulance is required, a member of staff from the bubble will telephone 999. Bubble staff will contact the Office by telephone to advise them that an ambulance has been called and will be arriving. Office staff will contact the child's parent/carer. As exceptional visitors to site, Paramedics will be directed appropriately to the injured child.

### **In the event of a pupil becoming unwell:**

If a case of coronavirus (COVID-19) is suspected, (the child becomes unwell with a new, continuous cough or a high temperature) the child must be sent home and advised to follow the staying at home guidance (see [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)). The child's parent/carer will be informed as soon as possible. If the child's parent cannot be contacted, attempts will be made to contact other emergency contacts provided for the child.

While awaiting collection, the child should be moved to a designated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. This is to ensure that a child displaying symptoms of coronavirus does not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe.

If a child's symptoms worsen while waiting to be collected, a member of staff will call for emergency assistance immediately.

Upon collecting their child, parents/carers are to be advised that all household members should self-isolate for 14 days. Parents/carers are also to be advised to contact 999 if their child becomes seriously ill or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

Both the room/area where the child has been isolated and any bathroom they have used should be cleaned and disinfected before being used by anyone else to minimise the risk of spreading the infection.

Please also see the Kite Academy Trust's Infection Control, Health & Safety and Welfare policies.