



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

## **First Aid Policy, Procedure and Rules**

Date approved by the NPAT Board of Trustees:	July 2021
Chair of Trustees Signature:	Jeremy Stockdale
Renewal Date:	July 2024

Northampton Primary Academy Trust (NPAT) believes this policy should be a working document that is fit for purpose, represents the Trust ethos, enables consistency and quality across all sites and is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy: Equality Act 2010: Advice for Schools (DfE)

This policy should be used in conjunction with the NPAT Health & Safety Policy and the NPAT Medication Policy.

1. NPAT has a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, staff and school visitors by providing adequate first aid equipment, facilities and staff qualified in first aid.

- We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).
- We will ensure that first aid provision is up to date and available at all times in our schools and for all off-site educational visits and sporting events. Pupils and staff with specific health needs and disabilities will be given specific consideration.
- We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.
- As an employer we to recognise the effects of mental health issues in the same way as physical first aid needs. Mental Health First Aid courses teach people how to recognise the signs and symptoms of common mental health issues, provide help on a first aid basis and effectively guide someone towards the right support. MHFA practitioner information will be updated via NPAT ALL STAFF TEAMS/Staff Support.

2. Aims:

- To provide adequate first aid provision and medical care for pupils and staff.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.

- To have in place excellent lines of communication with the emergency services and other external agencies.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other Trusts and schools to share good practice in order to improve this policy.

3. Accountability for the Policy and Procedures:

**Role of the NPAT Board of Trustees**

The NPAT Trustees have:

- nominated the Headteacher for each school to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the schools comply with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;

**Role of NPAT Local Governing Body or where appropriate Academy Improvement Board (AIB) for each school:**

The LGB/AIB has:

- responsibility for ensuring this policy is made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

**Role of the Headteacher**

The Headteacher will:

- report all accidents involving hospitalisation to the trust Health and Safety advisers who will give advice as to whether the accident is 'reportable' or not.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place;
- ensure that any nominated person is suitably trained, has sufficient time to undertake their role and has adequate stocks of first aid equipment;
- ensure that the specific health needs of any member of staff or pupil are considered. A specific risk assessment for staff or a pupil's Health Care Plan (HCP) will be documented to reflect any special measures that the school must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any special health needs.
- ensure all staff, pupils and parents are aware of and comply with this policy;
- work closely with the LGB in respect of this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

- monitor the effectiveness of this policy by speaking with pupils, staff, parents and LGB governors;
- report to the NPAT Head of Operations and Compliance (HOO) on the success and development of this policy.
- ensure staff are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure school personnel receive refresher training every three years;
- ensure the medical room is maintained as suggested by HSE:
  - sink with hot and cold running water;
  - drinking water and disposable cups;
  - soap and paper towels;
  - a store for first-aid materials;
  - foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
  - an examination/medical couch with waterproof protection and clean pillows and blankets;
  - a chair;
  - a telephone or other communication equipment;
  - and a record book for recording incidents attended by a first-aider or appointed person.
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
  - a leaflet giving general guidance on first aid;
  - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
  - sterile eye pads;
  - individually wrapped triangular bandages, preferably sterile;
  - safety pins;
  - large sterile individually wrapped unmedicated wound dressings;
  - medium-sized sterile individually wrapped unmedicated wound dressings;
  - disposable gloves.
  
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety lead annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and staff with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, EpiPens) are available for those pupils with specific health needs at all times;
- ensure staff are aware of the specific health needs and disabilities
- determine the level of provision:
  - at breaktimes and lunch times
  - when staff are absent
  - for all educational visits and sporting activities
  - for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;

- ensure staff follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided to staff at least annually;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor.

**Role of the Headteacher and LGB/AIB**

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to staff;
- lead the development of this policy throughout the school;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- report to the Local Governing Body on the success and development of this policy.

**Role of Staff**

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

**Role of Parents/Carers**

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be asked to take part in periodic surveys conducted by the school;
- support the school to ensure smooth running of the school.

**Role of Pupils**

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by staff;
- ask for further help if they do not understand;

- treat others, their work and equipment with respect;
- support the school to ensure the smooth running of the school;
- engage with any pupil voice activities;
- take part in questionnaires and surveys.

#### 4. Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

All accidents involving hospitalisation must be reported to the trust Health and Safety advisors.

#### 5. Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Trust website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic
- curriculum workshops
- school events
- meetings with staff
- communications with home
- reports such as to parents and to the Local Governing Body
- information displays in the main school entrance and other areas of the school

#### 6. Training

All staff:

- receive training related to this policy on induction which specifically covers:
  - Health and Safety
  - Where to obtain basic first aid
  - Safeguarding and Child Protection
- receive periodic training so that they are kept up to date with new information.

#### 7. Equality Impact Assessment

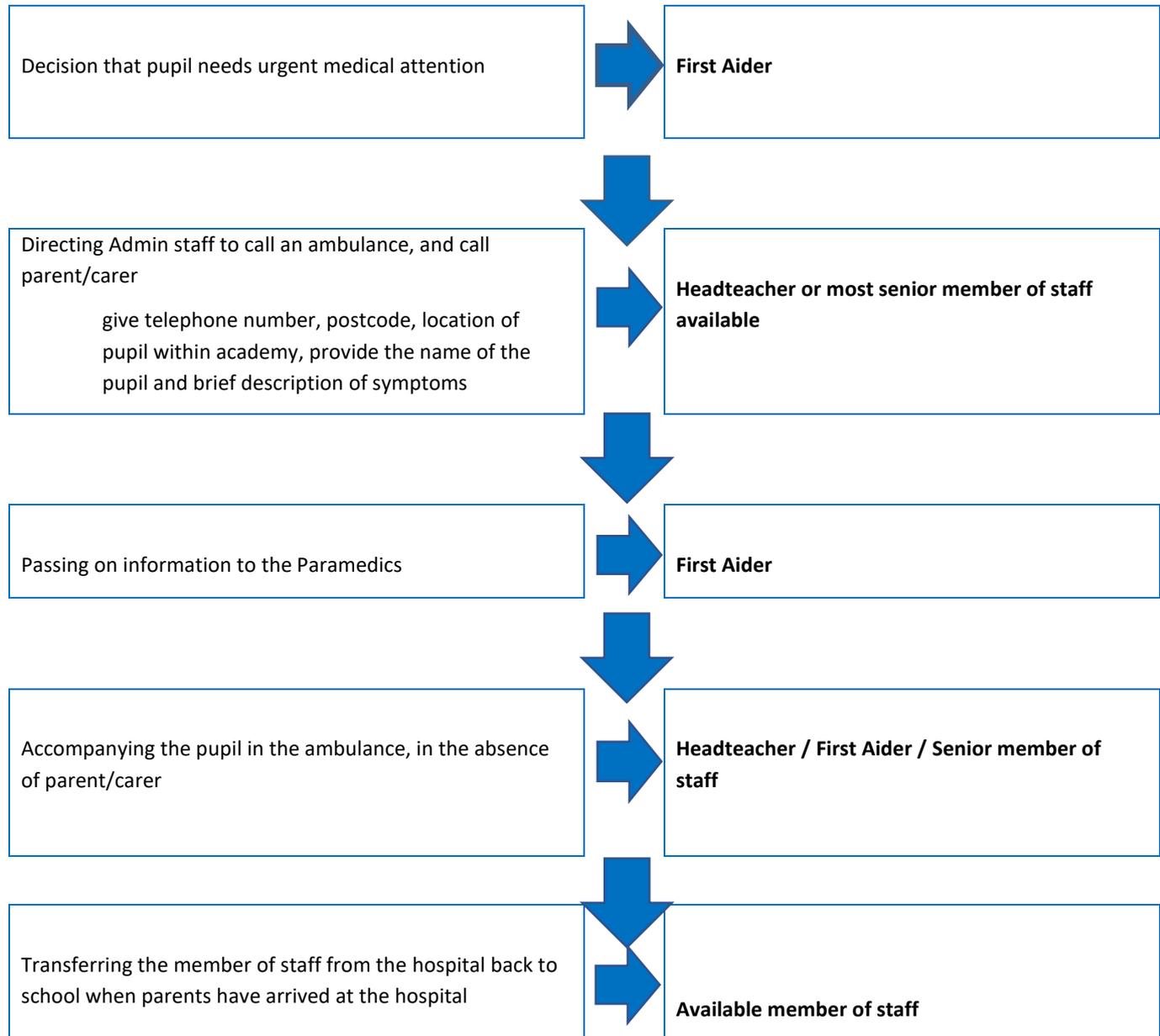
Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Appendix A**

The flowchart follows Template F of the Department for Education statutory guidance.

Staff should not take pupils to hospital in their own vehicles.

Where an Ambulance needs to be called in school, there are several roles which need to be fulfilled. The responsibility for these roles is fluid, to cover staff absence/cover. All staff should be aware of the procedures.



Appendix B

Accident / Incident Reporting & Investigating Form

Part 1 – must be completed by the First Aider if first aid treatment is administered and copy sent to the Central Team

School.....

Affected person name: .....

Date of birth: ..... Gender: .....

Person Injured / affected:

- Employee – job title.....
- Member of the Public
- Pupil – class or year group.....
- Contractor

Type of Incident:

- Accident
- Injury or distress by pupil (considered malicious intent)
- Near Miss
- Injury or distress by pupil (non-malicious intent)
- Assault by Adult
- Other .....

Date of Incident: .....Time of incident: .....  Lesson time  Recreational time

Location of incident:

.....

(if off site give full address of premises/street etc.)

Brief description of what happened:

.....  
.....  
.....  
.....  
.....

If evident, state what was the cause of the incident was:

.....  
.....  
.....

Has any immediate action been taken to prevent recurrence?:

.....  
.....  
.....

Was first aid or medical attention required?  Yes  No If medical attention given **please tick:**

- First Aid at school
- GP or Walk in centre
- Hospital of own accord

If first aid given describe what action taken, by whom and when

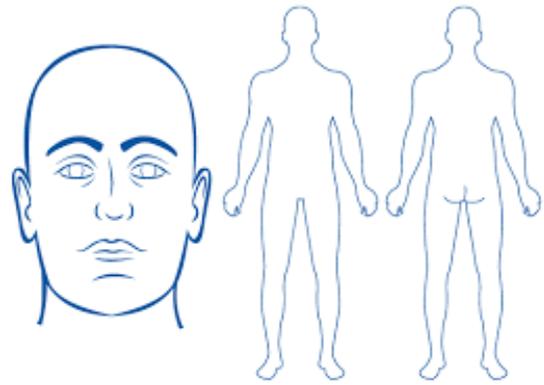
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Was an ambulance called?  Yes  No If yes were they taken to hospital  Yes  No

Has an injury occurred:  Yes  No If Yes,

Describe the injury and part of body injured **and** show on body map:

.....  
 .....  
 .....



Describe exactly what first aid treatment was administered:

.....  
 .....  
 .....

Has parent/carer/relative been notified by telephone or in person:  Yes  No (dependent on severity)

If yes, name of person contacted:.....Time: .....

If a head injury, has parent/carer/relative been notified:  Yes  No Time: .....

**Part 2 - to be completed by First Aider and/or SBM/ Headteacher/Deputy/member of SLT**

**Basic Incident Investigation – complete for ALL incidents**

- Were adequate levels of supervision in place?  Yes  No  Not known
- Was the immediate area of the incident deemed safe?  Yes  No
- Has a photograph been taken of the immediate area?  Yes  No  Not applicable
- Was any equipment involved deemed safe?  Yes  No  Not applicable
- If equipment was involved is there a formal trail of inspection?  Yes  No  Not applicable
- Are suitable risk assessments in place?  Yes  No  Not applicable
- If risk assessment in place have they been recently reviewed?  Yes  No
- Was affected persons wearing appropriate clothing/footwear?  Yes  No
- Was affected persons behaving in an appropriate manner?  Yes  No

Is any further action required?:  
 .....  
 .....

***If you have ticked “no” for any of the above, or the incident is of a serious nature, a more detailed investigation must be documented (see part 3).***

Staff member completing form: ..... Date:.....

**Part 3 :- To be completed by person investigating incident**

School	
Name of affected person	

<b>Date of incident</b>	
<b>Name of person investigating</b>	
<b>Job role</b>	
<b>Date of investigation</b>	

<ul style="list-style-type: none"> <li>• <b>Was NPAT accident reporting procedure followed correctly?</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Was basic investigation completed correctly?</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Have you contacted the trust Health and Safety Advisors?</b></li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Is the incident reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR?)</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Has an employee been absent from work, due to injuries sustained from this incident, for more than 7 <b>consecutive</b> days? (include non-working days, weekends and annual leave but not the day of the incident)</li> <li>• For pupils, refer to HSE Education Information Sheet No 1 (Revision 3) Incident reporting in schools (accident, diseases and dangerous occurrences)</li> <li>• <b>YES:</b> <input type="checkbox"/>                      <b>Not applicable:</b> <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>If "yes" - online form completed and sent by:</b></li> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Date:</b></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time:</b></li> </ul>

<p><b>Brief description of the incident</b> (if this relates to an injury, describe what the injured person was doing and what activities were being carried out at the time):</p>

<p><b>Immediate cause (s)</b> (The most obvious reason why an adverse event occurred – e.g. trailing cable, uneven floor, faulty equipment etc)</p>

**Immediate cause (s)**

(The most obvious reason why an adverse event occurred – e.g. trailing cable, uneven floor, faulty equipment etc)

--

**Underlying cause (s)** (consider unsafe act / unsafe condition):

--

**Were there any witnesses** (staff, students or others)?

Include any witness statements or comments – factual information only.

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**Recommendations to prevent reoccurrence**

What immediate steps were taken to prevent a reoccurrence?

Date implemented:

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Recommendations to prevent reoccurrence			
What further steps should be taken to prevent a reoccurrence?		Responsible Manager	Date completed
<b>Signed:</b>		<b>Date:</b>	

Evidence (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence, measurements etc..)	
Ref:	Description of Evidence / Documentation

A copy of this completed form must now be forwarded to the Central Team ([admin@npatschools.org](mailto:admin@npatschools.org)) and a copy must be kept with the accident report with copies also forwarded to:

(List who you have communicated information to)

