



CAPA College

First Aid Policy

V4 Approved by Governors: March 2022
Date for Review: March 2023

1. Aims

The aims of our first aid policy are to:

- i. Ensure the health and safety of all staff, students and visitors
- ii. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- iii. 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:

- i. [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
- ii. [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
- iii. [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
- iv. [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
- v. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- vi. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 First Aiders - see Appendix A

Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the College.

When necessary ensure that an ambulance or other professional medical help is called.

At least one fully qualified First Aider will be present within the College during normal working hours (i.e. from 8.00 a.m. to 5.00 p.m.). When this is not possible there will be access to an Appointed Person.

All First Aiders hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the Health & Safety Executive (HSE). First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- i. 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
- ii. Sending students home to recover, where necessary
- iii. Filling in an accident report (Via CPOMS for students and MyDay for staff and visitors) on the same day, or as soon as is reasonably practicable, after an incident.
- iv. Keeping their contact details up to date

Our College first aiders are listed in Appendix A. Their names will also be displayed prominently around the college.

3.2 Appointed person(s) - see Appendix B

- i. Taking charge when someone is injured or becomes ill
- ii. Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- iii. Ensuring that an ambulance or other professional medical help is summoned when appropriate

Appointed persons are not First Aiders and do not give first aid treatment for which they are not trained. They have received a minimum of 4 hours training which covers

- i. What to do in an emergency
- ii. Cardiopulmonary resuscitation
- iii. First Aid for the unconscious casualty
- iv. First Aid for the wounded and bleeding casualty

3.2 The local authority and governing board

Enhance Academy Trust has ultimate responsibility for health and safety matters in the college, but delegates responsibility for the strategic management of such matters to the Local Governing Board (LGB).

The LGB delegates operational matters and day-to-day tasks to the principal and staff members.

3.3 Local Governing Board (LGB)

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.

3.4 The Principal

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

- i. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- ii. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- iii. Ensuring all staff are aware of first aid procedures
- iv. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- v. Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- vi. Ensuring that adequate space is available for catering to the medical needs of students
- vii. Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

All staff are responsible for:

- i. Ensuring they follow all H&S and first aid procedures
- ii. Ensuring they know who the first aiders in College are and how to contact them
- iii. Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- iv. Informing the principal or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-College procedures

In the event of an accident resulting in injury:

- i. The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider/appointed person, if appropriate, who will provide the required first aid treatment
- ii. The first aider/appointed person, 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

- iii. The first aider/appointed person will also decide whether the injured person should be moved or placed in a recovery position
- iv. If the first aider/appointed person judges that a student is too unwell to remain in College, parents will be contacted and asked if the student can make their own way home or to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- v. If emergency services are called, the appointed person will contact parents immediately
- vi. The first aider/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

4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- i. A college mobile phone
- ii. A portable first aid kit
- iii. Information about the specific medical needs of students
- iv. Parents' contact details

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

There will always be at least one first aider on college trips and visits.

Full details are available in the CAPA College Educational Visits Policy.

5. First aid equipment

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

- i. A leaflet with general first aid advice
- ii. Regular and large bandages
- iii. Eye pad bandages
- iv. Triangular bandages
- v. Adhesive tape
- vi. Safety pins
- vii. Disposable gloves
- viii. Antiseptic wipes
- ix. Plasters of assorted sizes
- x. Scissors
- xi. Cold compresses
- xii. Burns dressings

- xiii. Appropriate equipment as required by the students / staff e.g. epi-pens will be available.

No medication is kept in first aid kits.

First aid kits are stored in:

- i. Medical room
- ii. First Aid Kit is taken by the Class Teachers to off-site spaces at Nocturno and Walker Studio
- iii. Production Arts Room

5.1 Safety Precautions

- i. Gloves must always be worn when dealing with blood, vomit, faeces or urine.
- ii. Wrapped individual wipes must be used to clean grazes, cuts etc.
- iii. Students should self-apply plasters, cool packs or hot packs
- iv. No attempt should be made to remove 'foreign bodies' under the skin. A major problem must be referred immediately to the nominated First Aider. Students/Parents should be left to deal with minor 'foreign bodies'
- v. If a student has grit/dust in their eye they can be helped to dislodge this with clean water.
- vi. Students who sustain a bumped head must be kept under close observation for signs of concussion. In the case of more serious head injury the parent must be informed by telephone

6. Record keeping and reporting

6.1 First aid and accident record book

- i. An accident form (Via CPOMS or MyDay) will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- ii. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- iii. An additional list of students who self-medicate with plasters for injuries such as blisters, minor scratches and cuts can also be found on CPOMS.
- iv. Records will be retained by the college 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 CORE team member responsible for H&S (ASH) and Business Manager 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 nominated people 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:

- i. Death
- ii. Specified injuries, which are:
 - (i.) Fractures, other than to fingers, thumbs and toes
 - (ii.) Amputations
 - (iii.) Any injury likely to lead to permanent loss of sight or reduction in sight
 - (iv.) Any crush injury to the head or torso causing damage to the brain or internal organs
 - (v.) Serious burns (including scalding)
 - (vi.) Any scalping requiring hospital treatment
 - (vii.) Any loss of consciousness caused by head injury or asphyxia
 - (viii.) 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
- iii. 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)
- iv. Where an accident leads to someone being taken to hospital
- v. 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:
 - (i.) The collapse or failure of load-bearing parts of lifts and lifting equipment
 - (ii.) The accidental release of a biological agent likely to cause severe human illness
 - (iii.) The accidental release or escape of any substance that may cause a serious injury or damage to health
 - (iv.) 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 Parents

Any concerns about injuries sustained by a student will be notified by telephone to the parent(s). If parents cannot be telephoned it is advisable to go to the student's home to inform the parent (s).

Where there is uncertainty about an injury professional advice is sought. If in doubt the parent is contacted to allow them to make the decision about how they want the College to proceed.

7. Training

All college 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 college 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 and the College's Business Manager will be responsible for keeping this information up-to-date and for reminding members of staff to renew their training.

Staff must complete all other relevant training e.g. epi-pen training, before any student who requires an epi-pen begins their course. It is best practice for at least 2 members of staff to be trained at all times in this.

8. Monitoring arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the LGB.

9. Links to other policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

CAPA College is proud to be a part of Enhance Academy Trust.

APPENDIX A – FIRST AIDERS

Certificate	Issue Date	Expiry Date
Emergency First Aid at Work		
Alex Bowen	7 th September 2018	6 th September 2022
Vykky Beevers	7 th September 2018	6 th September 2022
Rachel Dixon	3 rd September 2019	2 nd September 2022
Shane Durrant	3 rd September 2019	2 nd September 2022
Anita Elsdon	5 th September 2019	4 th September 2022
Keith Luke Gillott	7 th September 2018	6 th September 2022
Alice Higgins	3 rd September 2019	2 nd September 2022
Stacey Johnstone	7 th September 2018	6 th September 2022
Amy Reddaway	3 rd September 2019	2 nd September 2022
Sean Selby	3 rd September 2019	2 nd September 2022
Kelly Smith	5 th September 2019	4 th September 2022
Tom Tindall	3 rd September 2019	2 nd September 2022
Emily Williams	6 th September 2021	5 th September 2024
Paul Young	6 th September 2021	5 th September 2024
Jordan Wright	6 th September 2021	5 th September 2024
Lydia Walker	6 th September 2021	5 th September 2024
Hannah Spencer	6 th September 2021	5 th September 2024
Samantha Eastwood	6 th September 2021	5 th September 2024
Louise Edwards	6 th September 2021	5 th September 2024
Kate Robinson	6 th September 2021	5 th September 2024
Mental Health First Aid		
Anita Elsdon	6 th September 2019	5 th September 2022
Stacey Johnstone	6 th September 2019	5 th September 2022
Claire Nicholson	6 th September 2019	5 th September 2022
Amy Reddaway	6 th September 2019	5 th September 2022
Sean Selby	6 th September 2019	5 th September 2022
Adam Sheard	6 th September 2019	5 th September 2022
Katy James	6 th September 2019	5 th September 2022
Emily Webster	6 th September 2021	5 th September 2024
EPI Pen Training		
Amelia Rose Fielding	22 nd January 2022	21 st January 2023
Hannah Spencer-Lewis	22 nd January 2022	21 st January 2023
Louise Edwards	22 nd January 2022	21 st January 2023
Michael Marquez	22 nd January 2022	21 st January 2023
Rachel Dixon	22 nd January 2022	21 st January 2023
Sarah Williamson	22 nd January 2022	21 st January 2023
Stacey Johnstone	22 nd January 2022	21 st January 2023
Tom Tindall	22 nd January 2022	21 st January 2023

