



**'A place to belong'**

# **The Haven Wolston**

## **First aid procedure**

## Control Sheet

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Document History:			
Version	Date of review	Author	Note of revisions
1	26.2.2023	Martin Cain	Updated with first aider information
2	26.10.2023	Anna Besley	Updated with first aider information  Updated to reflect that First Aid is now recorded on the AIMS MIS system.
3	November 2024	Anna Besley	Section 5: Links to school health and safety policy has been updated to reflect updated roles.  Additional detail added to the section about reporting to RIDDOR.
4	November 2025	Anna Besley	Minor amendment to reflect that the school no longer has a Senior Administrator and instead will have a School Business and Compliancy Manager from June 2025.

# 1. Aims

[The Health and Safety \(First-Aid\) Regulations 1981](#) require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. According to this [Act](#), “First-Aid” is defined as ‘cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained’ and ‘treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.’

To fulfil its legal responsibilities, the school will ensure that:

- a) The names of the trained School First Aiders are displayed clearly in Reception and documented in the School Health and Safety Policy.
- b) Any injury that occurs whilst any individual (adult or pupil) is at work is recorded.

## 2. First aid at The Haven School Wolston

### A. Pupils

When a pupil is injured, staff should follow the steps below:

#### Minor Injuries

- Seek attention from the First Aider.

#### If no further medical treatment is required:

- When the injury has been dealt with, the First Aider should be informed of the circumstances in which the injury occurred by the relevant staff.
- These should be recorded in the Accident Book by the First Aider.
- The parent/carer should be contacted by the end of the school day.

#### If further medical treatment is required:

- This should be sought as soon as possible.
- At the earliest convenience, the First Aider should be informed of the circumstances in which the injury occurred.
- The parent/carer should be contacted as soon as possible.
- Where the First Aider deems it to be appropriate, contact the Emergency Services and inform the Headteacher of this.
- The circumstances in which the injury occurred, and any treatment administered should be recorded in the Accident Book by the First- Aider.

### B. Staff

When a member of staff is injured, they should follow the steps below:

#### Minor Injuries

- Seek attention from the First Aider.

#### If no further medical treatment is required:

- When the injury has been dealt with, the First Aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the First Aid section of the AIMS MIS system.

#### If further medical treatment is required:

- This should be sought as soon as possible.
- At the earliest convenience, the First Aider should be informed of the circumstances in which the injury occurred.
- The parent/carer should be contacted as soon as possible.
- Where the First Aider deems it to be appropriate, contact the Emergency Services and inform the Headteacher of this. In such circumstances the emergency contact should be contacted as soon as possible if the member of staff agrees to this.
- The circumstances in which the injury occurred, and any treatment administered should be recorded in the First Aid Section on the AIMS MIS system.

## 3. Witnessing an incident

Any member of staff who witnesses an injury in any of the circumstances described above will also be required to record their observations to the First Aider who will ensure they are considered accordingly when recording the incident in the First Aid section on the AIMS MIS system.

## 4. RIDDOR reporting

The headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident "arises out of" or is "connected with a work activity" if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

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>

## 5. Links to School Health and Safety Policy

Section 28 of the School Health and Safety Policy is provided below:

### **28. First Aid and Supporting Pupils with Medical Conditions.**

*The school has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate Policy for Supporting Pupils with Medical Conditions.*

**NB\*\* The list of staff trained as First Aiders will be identified at the beginning of each academic year:**

Name	Role	Expiry Date
Anna Besley	Headteacher	16.9.2025
Cameron Pirie	Teacher	16.9.2025
Wendy Summers	Receptionist/ Headteacher's PA	16.9.2025
Andrew Nicholls	Teacher	24.5.2028

### **First aid boxes**

Responsible Person	Role
Anna Besley	Headteacher
Hannah Giles	School Business and Compliancy Manager (from June 2025)

**The following staff have completed anaphylaxis training:**

Member of Staff	Date
Anna Besley	23.2.2023
Cameron Pirie	16.9.2022
Wendy Summers	16.9.2022

## 6. Review

The implementation and impact of this Procedure will be reviewed every year by the School Board; this may occur earlier should there be a change in legislation, statutory guidance or an event or incident in the school which makes this necessary.

## 7. Links with other policies and guidance

This policy links to the following policies and procedures:

- Safeguarding and child protection
- Health and safety
- Supporting students with medical conditions

- SEND
- Equality, diversity and inclusion

This policy links to the following statutory and non-statutory guidance:

**Statutory guidance**

- [Health & Safety at Work Act 1974](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Supporting Pupils with Medical Conditions at School](#)
- [Keeping children safe in education 2024](#)

**Non-statutory guidance**

- [First Aid in Schools, Early Years and Childcare Settings](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)