



**'A place to belong'**

# **The Haven School Wolston**

## **First Aid Procedure**

## Control Sheet

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<b>Approved by</b>	School Board
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<b>Status</b>	Adopted
<b>Policy owner</b>	Martin Cain
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<b>Target group</b>	Staff, pupils, parents/carers

<b>Document History:</b>			
<b>Version</b>	<b>Date of review</b>	<b>Author</b>	<b>Note of revisions</b>
01	26.2.2023	Martin Cain	Updated with first aider information
02	26.10.2023	Anna Besley	Updated with first aider information  Updated to reflect that First Aid is now recorded on the AIMS MIS system.

Associated documents:	
<b>School Policies</b> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection</li> <li>• Health and Safety</li> <li>• Supporting Pupils with Medical Conditions</li> </ul>	<ul style="list-style-type: none"> <li>• SEND</li> <li>• Educational Visits</li> <li>• Equality, Diversity and Inclusion</li> </ul>
Links to:	
<b>Statutory guidance</b> <ul style="list-style-type: none"> <li>• <a href="#">Health &amp; Safety at Work Act 1974</a></li> <li>• <a href="#">The Health and Safety (First-Aid) Regulations 1981</a></li> <li>• <a href="#">Management of Health and Safety at Work Regulations 1999</a></li> <li>• <a href="#">Supporting Pupils with Medical Conditions at School</a></li> <li>• <a href="#">Keeping Children Safe in Education 2022</a></li> </ul>	
<b>Non-statutory guidance</b> <ul style="list-style-type: none"> <li>• <a href="#">First Aid in Schools, Early Years and Childcare Settings</a></li> <li>• <a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</a></li> </ul>	

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### 1. The Law

[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:

- The names of the trained School First-Aiders are displayed clearly in Reception and documented in the School Health and Safety Policy.
- 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**

If any injured party is in hospital for more than 24 hours or absent from work for more than three days, the accident/injury will be reported to [RIDDOR](#) accordingly.

### 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/ administrator	16.9.2025
Andrew Nicholls	Teacher	24.5.2028

### First aid boxes

Responsible Person	Role
Tim Lloyd	Business Manager

**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.