The Dales School
North Yorkshire

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# Health & Safety First Aid policy and procedures Appendix 11

Person responsible: Ann Marie Ellis
Adopted and reviewed by the Governing Body: October 2026
Review Date: October 2027

# The Dales School

## 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

## 2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

## 3. Responsibilities of First Aid Personnel

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

In line with the School First Aid Risk Assessment (annex A) some staff have undergone different types of first aid training to enable effective first aid can be administered for both pupils and adults. A current list of first aiders are listed on the main Health & Safety policy

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided

First aiders are not responsible for changing dressings or diagnosing illness.

Class based staff are trained to deal with specific medical needs eg epilepsy and also resus and choking (including paediatric); someone trained in resuscitation must be identified and readily available for every onsite swim session.
Where a pupil requires first aid, or receives a head bump, then a first aider must always be consulted. Following a head bump, a head bump letter must also be sent home with the child.

If in doubt an ambulance must always be called.

When the school has early years pupils, it will ensure that they will have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS. Paediatric first aiders are qualified to give first aid to all pupils up to and including year 14.

## 4. Procedures

The following are general first aid related procedures to be followed by all staff:

- All classes have access to a first aider; when that first aider is not available (ie on their lunch, absent or on PPA) on call-first aiders will be identified during morning briefing. On-call first aiders will ensure that they have a charged walkie-talkie on them to respond to first aid needs.
- In the event of a medical emergency, dignity and safety for all pupils must be ensured; it may be necessary to remove the casualty or the rest of the pupils from an area.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The office must be notified, and they will make arrangements to meet the ambulance. Parents must be called as soon as possible – the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.
- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site MUST sign out. Pupils parents must be informed at the as soon as possible.
- A first aider can request the attendance of a second first aider to offer support and/or second opinion if required.
- Once an item within a first aid kit has been opened it should be disposed of.
- All first aiders must only administer first aid to the level of competency at which they have been trained to.

## 5. Special circumstances relating to Dales School pupils

At the Dales School the first aider is trained to deal with respond to accidents that occur in school. Many of the pupils at The Dales School have health care plans and staff are trained to manage their health care needs as per their health care plan and level of responsibility at which they are employed – the first aider qualification does not qualify them to manage specific medical needs. Any accidents occurring from their medical needs may need to be assessed by a first aider.

## 6. Off-site

When going off site staff must take an off-site rucksack, which contains a first aid kit. They should consider the location and journey time and ensure that the location has sufficient first aider trainers and the staff accompanying them are trained and competent to manage the specific medical conditions of those pupils involved.

A trained paediatric first aider MUST accompany any offsite visits where EYFS pupils are going.

## 7. First aid Kits

Each first aider has been provided with a small first aid kit. Each first aider is responsible for restocking their own bags and ensuring that the contents are within date.

In addition a larger first aid kit is held in the office and can be requested by a first aider; Heidi Taylor (School Administrator) is responsible for monitoring the contents of the large first aid box and those within the ruck sacks.

The contents of all first aid kits can be seen in annex B

Anybody leasing the school are required as per the lettings policy are required to provide their own first aid kit and first-aider.

Anybody lone-working within school needs to consider if they have access to one of these kits and if not make suitable first-aid provision.

## 8. Reporting

**Pupil accidents:** All accidents and injuries to pupils must be recorded on CPOMs, this includes an injury sustained as a result of their medical condition. When reporting, staff should tag the first aider who attended to enable them to detail first aid administered.

**Staff/adult accident**: Due to the nature of the pupils there will be some scratching and pinching, but this behavior should be outlined in the pupil's behavior support plan on what should be recorded and how pupils can be supported. Examples of what must be recorded are:

- Any injury that requires first aid eg plaster, bandage or cold compress
- Any injury sustained through a slip, trip, fall or if hit by projectile
- Any injury where extensive bruising or swelling occurs (this may sometimes be done the following day when bruising becomes more evident)
- Severe hair pulling

This form is also to be used to record accident to any visitors, work experience students or volunteers

**Serious accident/incident forms/ARF1 from:** If any of the following occurs then the serious accident incident form should be completed – these need to be sent off to the LA:

- Fatalities
- Fractures (except fingers or toes)
- Amputations
- Loss of sight
- Electric shocks requiring attention of first aider
- Unconsciousness due to lack of oxygen
- Poisoning
- Decompression sickness
- Acute illness due to exposure to certain materials/chemicals,
- Accident resulting in hospitalization over 24 hours, if a pupil or visitor is taken to hospital as a result of school related accident due to condition of premises or equipment, curriculum activity or the onset of an industrial disease.
- With a serious accident or incident it may also be necessary to take witness statements to give a clear picture of events whilst it is fresh in everyone's minds
- All forms are stored in the red boxes in reception area – there are also copies of head bump letters

## 9. Automated External Defibrillator (AED)

The DfE supplied all schools with an AED. The AED has been risk assessed and registered and available to the public during school hours. No specific training is required, however, staff are encouraged to watch https://www.sja.org.uk/get-advice/first-aid-advice/how-to/how-to-use-a-defibrillator/

## 10. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information first aid arrangements are included in the induction process of new staff.

Information on the current first-aider/appointed person is provided on notices around the school.

**Annex A: The Dales School First Aid Needs/Risk Assessment Form**

| Factors to consider | Assessment | Outcomes/controls |
|---|---|---|
| Population requiring first aid | Approx. 74 pupils (aged 2-19);<br>Approx 45 staff<br>Other: parents/carers, transport, health colleagues, work experience, contractor, visitors | Requirement for pediatric and adult first aider; class staff trained to be able to give first aid in a choking or resus (including pediatric) |
| Location of school | Historical calls for ambulances show quick responses for medical emergencies<br>School also has defib on site | Low concern |
| Specific medical conditions/disabilities | All pupils who attend The Dales School have an EHCP, many of whom have specific medical conditions. | Specific training provided to staff to meet specific medical needs – not classed as first aid |
| Premises/locations | 1 school site (5 bases) and external grounds<br>Communication can be achieved via phone and or walkie talkie in an emergency | Adequate first aiders required to ensure easy access to a first aider across school |
| Off site visits | A first aider will be required to attend if an early years pupil is going on an offsite visit or if the destination of the visit does not have it's own first aid team | Each off-site visit is assessed by the Education Visit Lead and where necessary an appropriate first aider will be allocated to attend the visit |
| Managing first aider absences and breaks | It is recognised that staff should be able to have breaks, meeting and PPA time without having to respond to a first aid call.<br><br>Staff absence also be to considered when calculating number and type of first aiders required | Ensuring that there are adequate trained first aiders to manage breaks, absence and other cover needs.<br>First aiders to be contracted to work 5 days a week to provide maximum cover<br>HLTAs are the TAs on longest hour contracts, so are likely to be on site the longest.<br>Full time ATAs also trained to support office site learning/PPA cover |
| Lone working | Limited number of staff undertake lone working | As part of first aid policy and lone working policy it identifies that personnel are responsible for making their own first aid arrangements and ensuring that they have access to a first aid kit. |
| External users eg lettings and contractors | Water babies lease the swimming pool.<br><br>Contractors visit site to complete servicing and works | Lettings policy identifies that anyone letting facilities are responsible for providing own first aiders and first aid kits.<br><br>Contractors working outside of school hours are responsible for their own first aid arrangements. |

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| Types of risks | Based on assessment of accident forms, the most common need for anyone to see a first aider is a result of being hurt by another pupil or as a result of their own behaviours or medical needs.<br><br>Slips, trip & falls can be a common occurrence due to the ages of pupils and the stage of their development.<br><br>The higher risk activities that take place on site are:<br>Swimming/access to the pool/risk of drowning/chemicals stored for pool use.<br>Cooking/BBQ (forest school)<br>Working @ heights<br>Electric shocks<br>Manual handling | Behaviour support plans in place and appropriate first aid provided as required<br><br>Head bump letters issued<br><br>Appropriate controls and risk assessments in place to minimize risk – accident data identifies low risk area |
| Location of first aid kits | If too many first aid kits risk of:<br>Contents being used by non-first aiders<br>Contents of first aid kit contents becoming out of date | Each first aider issued with personal first aid kit that they are responsible for restocking via the office.<br>Large first aid kit (stored in office) for emergency use; |
| Recording of accidents | All pupil accidents are recorded on CPOMS; staff and visitor accidents are recorded on accident forms<br>Accident data is analysed and reported to Governors on a termly basis. | All accidents are reviewed by LMT and if required appropriate adjustments to first aid practice would be updated |

| **Key outcomes from assessment** | |
|---|---|
| Number and typer of first aiders: to enable each class to have access to a first aider: | First aid at work (3 days) x 2 people |
| | Pediatric first aid (2 days) x 5 people |
| | Emergency first aid at work – 1 day x 2 people |
| | Resus and choking (2 hrs.) – including x class-based staff |
| Location of first aid kit; contents of first aid kits identified in annex B | Each first aider to have their own kit (8 kits) |
| | First aid kit in offsite visit rucksacks (3 kits) |
| | 1 large first aid kit to be stored in the office (1 kit) |

| Annex B: contents of first aid kits and checking sheet | | |
|---|---|---|
| Workplace first aid kit (issued to each first aider) | Issued to each first aider | |
| Sterile Moist Cleansing Wipes | | |
| Plasters, Assorted Sizes | | |
| Blue Plasters | | |
| Nitrile Powder-Free Gloves, (Pairs) | | |
| Clinical Waste Bag | | |
| Sterile Gauze/Dressing | | |
| Revive Aid | | |
| Foil Blanket | | |
| Workplace first aid kit | Held in office | Held in offsite rucksacks |
| Disposable Heat Retaining Foil Blankets, Adult | | X2 per bag |
| Microporous Tape 2.5cm X 10m | | |
| Sterile Moist Cleansing Wipes | | |
| Non-Sterile Disposable Triangular Bandage | | |
| Tuff-Kut Scissors | | |
| Nitrile Powder-Free Gloves, (Pairs) | | |
| Revive-Aid | | |
| Clinical Waste Bags | | |
| Sterile Eye Pad Dressing | | [redacted] |
| Medium HSE Sterile Dressings | | |
| Large HSE Sterile Dressings | | |
| Sterile Finger Dressings | | [redacted] |
| Conforming Bandage | | |
| Plasters, Assorted Sizes | | |
| Blue Plasters | | |
| Ice pack | | |
| Sterile eyewash | | [redacted] |
| Date/Initials of person who checked: | | |