



## **Vista Academy Littleport First Aid Policy**

**Approved by:**

Head of School

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## Document Control

| New version Number | Key changes from previous version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date of ratification |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>2</b>           | <p>Audit box changed to reflect approval delegated to Head of School.</p> <p>Section 3 changed to Trust board.</p> <p>Appendix 1 updated to reflect trained first aiders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>26/09/2026</b>    |
| <b>1</b>           | <p>Table of Contents inserted &amp; paragraph numbers added.</p> <p>6.1 Title changed- 'The Head Teacher' to 'Head Teacher responsibilities'</p> <p>6.2 Title Change- 'are responsible for' to 'responsibilities'</p> <p>6.2 Bullet point 4 - "on to On call to Call"</p> <p>6.2 Bullet point 1 - "on to On Call"</p> <p>6.3 Title Change- 'will' to 'responsibilities'</p> <p>6.4 Title Change- 'will' to 'responsibilities'</p> <p>6.4 Bullet point 11 – 'Deputy Head Teacher to SLT responsible for First Aid'</p> <p>7.2 Bullet point 1 – 'A school mobile phone to A mobile phone'</p> <p>9.2 Paragraph 1 and 2 – 'Deputy Head to member of SLT responsible for First Aid'</p> <p>11. 'Deputy Head teacher to the relevant SLT member' Appendix A – Carly Hayward removed</p> | <b>17/07/2025</b>    |

## **1. Introduction**

The First Aid procedure at Vista Academy Littleport is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

## **2. Aims**

**The aims of our first aid policy are to:**

- o Ensure the health and safety of all staff, pupils and visitors
- o Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- o Provide a framework for responding to an incident and recording and reporting the outcomes

## **3. Legislation and Guidance**

[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

[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

[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

[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

[Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

## **4. The Trust Board**

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

## **5. Appointed person(s) and first aiders**

The school's appointed persons are responsible for:

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

First aiders are trained and qualified to carry out the role (see section 7) and are responsible

for:

- o 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
- o Sending pupils home to recover, where necessary
- o Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- o Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

**It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses.**

In the event of an incident all members of the school community should be aware of the support and the procedures available to activate this.

**The term first aider refers to those members of the school community who are in possession of a valid first aid at work certificate or equivalent.**

#### **6.1 Head Teacher responsibilities:**

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

- o Ensuring that an appropriate number of First Aid personnel are present in the school at all times
- o Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- o Ensuring all staff are aware of first aid procedures
- o Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- o Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- o Ensuring that adequate space is available for catering to the medical needs of pupils
- o Reporting specified incidents to the HSE when necessary (see section 6)

#### **6.2 School staff responsibilities:**

- o Ensuring they follow first aid procedures
- o In the event of an incident, an Incident Report Form must be completed via Handsam Handsam - Your Safety Net by the lead member of staff of each incident. All staff have access to Handsam.
- o Ensuring they know who the first aiders in school are (on Teams)
- o Select the "On Call" button on Edulink and the member of staff who is on call will be sent to the location of the casualty and walk students to First Aid room if they are able to do so. If

they require urgent medical assistance or are unable to walk to First Aid then a First Aider will be sent directly to the location. Reassure, but never treat a casualty unless staff are in possession of a valid emergency first aid certificate.

- o Have regard to personal safety.
- o Reassure but never treat a casualty unless staff are in possession of a valid emergency first aid certificate
- o Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- o Informing the headteacher or their manager of any specific health conditions or first aid needs
- o Be aware of specific medical details of individual students when publicised by Heads of Year/House or as detailed on SIMS and Edulink.

### **6.3 Office Staff responsibilities:**

- o Call for a qualified first aider by selecting the “On Call” button on Edulink, unless they are qualified themselves, to treat an injured student.
- o Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
- o Administer the dispensing of plasters; student must confirm that they are not allergic.
- o Order first aid stock when required.

### **6.4 Qualified first aiders responsibilities:**

- o Ensure that their qualification and insurance provided by the school are always up to date.
- o Ensure that first aid cover is available throughout the working hours of the school week.
- o Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident (or any other appropriate personal protective equipment), calling for help from other first aiders or emergency services.
- o Help fellow first aiders at an incident and provide support during the aftermath.
- o Act as a person who can be relied upon to help when the need arises.
- o Ensure that the first aid cupboard is adequately stocked periodically.
- o Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- o Ensure that a child who is sent to hospital by ambulance is either:
  - a. accompanied in the ambulance at the request of paramedics;
  - b. followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
  - c. met at hospital by a relative;
  - d. The first aider need not be the member of staff to accompany the casualty to

- hospital, however, an appropriate person should be sent.
- o Ensure that the parents/carers of any student are contacted in the event that:
  - a. a head injury is sustained by the student;
  - b. The student is taken to hospital;
  - c. The mobility of the student is impaired by their injury.
- o Liaison must occur with the member of staff in charge of cover, to ensure that lessons are covered in the event of an absent teacher/TA.
- o Keep a record of each student attended to, the nature of the injury and any treatment given and fill in a first aid form. This can be accessed by First Aiders, SLT responsible for First Aid and HR Administrator.
- o In the event of an incident, an Incident Report Form must be completed via Handsam Handsam - Your Safety Net by the lead member of staff of each incident. All staff have access to Handsam.
- o Ensure that everything is cleared away safely, utilising the medical waste bin in the medical room if necessary. Any bloodstains on the ground must be washed away thoroughly. Please contact the site team to arrange cleaning work. No contaminated or used items should be left lying around.

### **7.1 In-school procedures**

In the event of an accident resulting in injury:

- o The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- o The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- o The first aider will also decide whether the injured person should be moved or placed in a recovery position
- o If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- o If emergency services are called, a senior leader will direct contact parents immediately
- o 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

### **7.2 Off-site procedures**

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

- o A mobile phone
- o A portable first aid kit including, at minimum:
  - o A leaflet giving general advice on first aid

- o 6 individually wrapped sterile adhesive dressings
- o 1 large sterile unmedicated dressing
- o 2 triangular bandages – individually wrapped and preferably sterile
- o 2 safety pins
- o Individually wrapped moist cleansing wipes
- o 2 pairs of disposable gloves
- o Information about the specific medical needs of pupils
- o Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- o 10 antiseptic wipes, foil packed
- o 1 conforming disposable bandage (not less than 7.5cm wide)
- o 2 triangular bandages
- o 1 packet of 24 assorted adhesive dressings
- o 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- o 2 sterile eye pads, with attachments
- o 12 assorted safety pins
- o 1 pair of rustproof blunt-ended scissors

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

## **8. First aid equipment**

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- o A leaflet giving general advice on first aid
- o 20 individually wrapped sterile adhesive dressings (assorted sizes)
- o 2 sterile eye pads
- o 2 individually wrapped triangular bandages (preferably sterile)
- o 6 safety pins
- o 6 medium-sized individually wrapped sterile unmedicated wound dressings
- o 2 large sterile individually wrapped unmedicated wound dressings
- o 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- o The medical room
- o Reception (at the desk)
- o Each department
- o The school kitchens

## **9. Record-keeping and reporting**

### **9.1 First aid and accident recording**

- An accident form 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
- As much detail as possible should be supplied when reporting an accident
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the lead First Aider
- Records held in the first aid and accident log will be retained by the school 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

### **9.2 Reporting to the HSE**

Handsam is overseen by the member of SLT responsible for First Aid who 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 member of SLT responsible for First Aid 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.

### **9.3 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 Head Teacher or Deputy Head 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

#### **9.4 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>

### **10. Training**

All school 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## **11. Consent**

While it's good practice to seek consent, a child may undergo emergency medical treatment regardless of whether the parent has ticked a consent box.

This is because the child's best interests are paramount, and:

- The school can consent on behalf of the child (on the basis of 'loco parentis')
- Medical professionals can consent on behalf of the child

***The execution of this policy will be monitored and updated as required by the relevant SLT member, the First Aid team and Trustees***

**Appendix 1:** List of [appointed persons(s) for first aid and/or trained first aiders]

| <b>Name</b>         | <b>Qualification</b>                                     | <b>Expiration Date</b> |
|---------------------|----------------------------------------------------------|------------------------|
| Anna Cameron        | First Aid & Emergency First Aid at work                  | 12/11/2028             |
| Chloe Jacklin       | L3 Emergency first aid at work: Anglia Training          | 27/06/2027             |
| Clare Gathercole    | L3 Emergency first aid at work: Anglia Training          | 27/06/2027             |
| Emma Lee            | L3 Emergency first aid at work: Anglia Training          | 11/05/2029             |
| Hayley Eagle        | L3 Emergency First Aid at work-blended 2 day plus online | 11/11/2027             |
| Helen Ridgeon       | Quasafe L3 Emergency First Aid at work                   | 31/01/2027             |
| James Mortlock      | Quasafe L3 Emergency First Aid at work                   | 29/01/2027             |
| Jonathan Gilbert    | Quasafe L3 Emergency First Aid at work                   | 29/01/2027             |
| Karl Hall           | Emergency First Aid at work                              | 11/11/2027             |
| Sarah Wigglesworth  | L3 Emergency first aid at work: Anglia Training          | 21/10/2027             |
| Linda Papalaka-Webb | L3 Emergency first aid at work: Anglia Training          | 27/06/2027             |
| Michelle Chalmers   | L3 Emergency first aid at work: Anglia Training          | 27/06/2027             |
| Tom Seaton          | L3 Emergency first aid at work: Anglia Training          | 27/06/2027             |
| Helen Burley        | L3 Emergency first aid at work: Anglia Training          | 26/03/2028             |
| Jess Webb           | L3 Emergency first aid at work: Anglia Training          | 12/11/2028             |
| James Mephram       | Emergency first aid at work: Anglian Training            | 24/09/2029             |

## Appendix 2

### First Aid Procedure during School Hours

