



**Haberdashers' West Midlands
Academies Trust**

**Haberdashers' Abraham Darby
Haberdashers' Adams**

First-Aid Policy 2024-2025

Named Responsibilities of Policy	Mr. E Gyan-Bediako – Vice Principal – Haberdashers' Abraham Darby Mr. D Biggins – Deputy Head – Haberdashers' Adams
Approved by:	Pupil and Staff Welfare Committee
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1. Aims

The aims of our first aid policy are to:

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

- [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.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders.

The schools each have an appointed Healthcare Coordinator, who is responsible for ensuring all first aiders receive the appropriate training within the agreed timescales. The Healthcare Coordinator is also the lead first aider and coordinates the first aid team.

At Haberdashers' Abraham Darby there are currently:

- 1 x Healthcare Coordinator (3-day course)
- 4 x Level 3 First Aid at Work (3-day course)
- 17 x Level 3 Emergency First Aid at Work (1-day course)

At Haberdashers' Adams there are currently:

- 1 x Healthcare Coordinator (3-day course)
- 11 x Level 3 First Aid at Work (3-day course)
- 50 x Level 3 Emergency First Aid at Work (1-day course)

They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits by informing the Healthcare Coordinator of items required to ensure orders are replaced.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to conduct the role (see section 7) and are responsible for:

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

Lists of current Qualified First Aiders for each individual school are displayed prominently around the school and in all classrooms.

3.2 The governing board

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/Headmaster and staff members.

3.3 The Principal/Headmaster

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

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

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- First aid staff should complete accident reports and entries onto SIMS/Bromcom for all incidents they attend.
- Informing the Principal/Headmaster or the Health Co-Ordinator of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- 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.
- 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 scene until help arrives.
- 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.
- If emergency services are called, the First Aider will ensure contact is made with parents immediately. This may be delegated to another member of staff if they are assisting the pupil.
- The first aider will complete the SIMS (HAD) Bromcom (HA) entry under medical and an accident report form, if required, on the same day or as soon as is reasonably practicable after an incident resulting in an injury.
- As good practice, staff are advised to follow up with a call to the parents. Confirming the pupil's wellbeing and updating records if necessary.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead member of staff, organising the trip, prior to any educational visit that necessitates taking pupils off school premises. The Risk assessment will also assess the requirements for a First aider.

5. First aid equipment

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

- Regular and large bandages
- Finger dressings
- Safety pins
- Eye wash
- Scissors
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Non-alcohol wipes
- Plasters of assorted sizes
- Scissors
- Sickness bags
- CPR face masks
- Foil blanket

➤ No medication is kept in first aid kits.

First aid kits are stored at **Haberdashers' Abraham Darby** in:

- A first aid kit is in the metal cabinet in all teacher Hub spaces.
- Reception
- Medical room on first floor
- The school kitchen
- School vehicles/mini-buses – when out on school trips

Haberdashers' Abraham Darby has two defibrillators with CPR advisor - one is located at the front of the school on the doors leading to reception and the other in the PE department. Anyone in the building can use it not just first aiders. You do not have to be trained to use a defibrillator, the Defibrillator will guide you through what to do with simple voice instructions and visual prompts. The cabinet pin code is **9999**.

First Aid kits are stored at **Haberdashers' Adams** in:

- The Operations office
- Every separate block in the school
- School minibuses
- Beaumaris Hall
- Longford Hall
- Longford Pavilion

Haberdashers' Adams has four defibrillators – one is kept in the Sports Hall, and one in the Lynn James Pavilion (Longford). There are defibrillators also in each of the two boarding houses. Staff do not have to be trained to use a defibrillator – it will guide any user through the process of use with simple voice instructions and visual prompts.

6. Record-keeping and reporting

6.1 First aid and accident recording

- First aid: A 'medical event' will be logged on Bromcom (HA) detailing any first aid treatment, the nature of the incident, the outcome and who the treatment was administered by.
- Accidents: a paper or online form (both are available) will be completed in as much detail as possible and filed centrally with the Operations team. Any first aid treatment will also be logged on Bromcom.

- First aid: A 'medical event' will be logged on SIMS (HAD) detailing any first aid treatment, the nature of the incident, the outcome and who the treatment was administered by. As much detail as possible should be supplied reporting an accident.
- Accidents: a paper or online form (both are available) will be completed in as much detail as possible and filed centrally with the Operations team. Any first aid treatment will also be logged on SIMS.

- Any historic records held in the first aid and accident book 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.

6.2 Reporting to the HSE

The Health and Safety lead 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 Health and Safety lead 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:

- 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)
 - 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-related which requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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 significant injury or damage to health
 - 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 Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil if the injury /incident is serious enough to need more than basic first aid in school and/or if the child needs to leave school for further treatment / monitoring. In the instance of head injuries, a head injury advice sheet will also be provided.

6.4 Reporting to Ofsted and child protection agencies

The Vice Principal/Deputy Head, Pupil Welfare, will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Vice Principal/Deputy Head, Pupil Welfare, or a school Child Protection officer will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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.

Staff are requested to renew their first aid training before the expiration date so that they remain valid.

8. Monitoring arrangements

This policy will be reviewed by the Vice Principal (HAD) and Deputy Head (HA) for Pupil Welfare, and the School Governors annually.

At every review, the policy will be approved by the Pupil and Staff Welfare committee or designated governor.

9. Links with other policies

This first aid policy is linked to the:

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

Appendix 1:

First Aid Training Log – Haberdashers’ Abraham Darby

Name/type of training	Staff who attended (individual staff members or groups)	Date attended/ completed	Date for training to be updated (where applicable)
First aid (3-day and 1-day courses)	Refer to list of qualified first-aiders displayed around the Academy at various places Regular updated lists emailed to all staff	Refer to list of qualified first-aiders displayed around the Academy at various places	Refer to list of qualified first aiders. List kept by healthcare coordinator and certificates in staff files
Diabetes	All staff invited. Register kept of attendees and copies of completion certificates put in staff files. Completed by 97 staff. Copy on Medical file	September 2022	November/December 2024
Anaphylaxis	All staff were invited, register kept for attendees - 110 attended. Copy on Epi-Pen file. Anaphylaxis audit conducted September 2021 by Healthcare Coordinator.	November 2024 Online	November 2025
Asthma	This training is conducted bi-annually. All staff were invited, register kept for attendees - 110 staff attended.	November 2024	November 2025
Medical Booklet for pupils and key information for school staff	Updated by the Healthcare Coordinator. Copies on Staff SharePoint, in Staff Room, Key Stage Office, Reception and PE Dept.	September 2024	September 2025

Appendix 2:

First Aid Training Log – Haberdashers’ Adams

Name/type of training	Staff who attended (individual staff members or groups)	Date attended/ completed	Date for training to be updated (where applicable)
First aid (3-day and 1-day courses)	See list of qualified first aiders displayed around the school at various places	See list of qualified first-aiders displayed around the school at various places	List kept in operations office and in human resources files
Diabetes	Relevant staff invited in August 2024 by Paediatric Diabetes Team, Walsall Healthcare NHS Trust. Register and test results kept by diabetes team	September 2024	September 2025
Anaphylaxis	Training conducted annually by the school nurses. All staff were invited, register of attendees kept by Lynne Wood	September 2024	September 2025
Asthma	This training is conducted annually by the school nurses. All staff were invited, register of attendees kept by Lynne Wood	September 2024	September 2025