



Esland North Limited - Exec

ED00310 - First Aid



Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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.

First Aid in an Online School Environment

As Esland Online School operates primarily through online learning, staff will not normally be physically present with pupils when an injury or medical emergency occurs. Staff will therefore focus on summoning appropriate support, contacting parents/carers, supporting communication with emergency services where required and ensuring incidents are appropriately recorded and reported. Staff will not provide hands-on first aid to pupils learning remotely. Procedures for online incidents are detailed in Appendix 1 and Appendix 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 guidance from the Health and Safety Executive (HSE) on [incident reporting 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 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 students

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed person details is located on the notice board inside the Head Office building. Details of trained first aid personnel is also available to staff through school systems and internal communications.

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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role and are responsible.
- 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
- Advising parents/carers regarding appropriate next steps and medical support where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date
- Details of trained first aid personnel are available through school systems, staff communications and within the Head Office building where applicable.

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 headteacher and staff members.

The headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- 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 appropriate arrangements are in place for managing the medical needs of pupils, staff and visitors within school-controlled premises and activities.
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Accidents and First Aid at The Online School Office

This section covers the arrangements for the treatment of injuries at the Esland Online School offices and sites for the reporting of accidents and incidents. The statutory duty to report certain accidents to the Health and Safety Enforcing Authority is also covered.

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 the scene until help arrives.

The first aider will also decide whether the injured person should be moved or placed in a recovery position.

First Aid Provision

It is Esland Online Schools policy to have employees trained as a minimum to Appointed Person standard. The names and telephone numbers of First Aiders are posted around the building.

Materials other than those specified in the First Aid at Work Regulations, may not be kept in the First Aid Box.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability.

Arrangements of this kind are only permitted with the specific agreement of the Chief Operating Officer and Head of Health, Safety and Estates, who may seek medical advice.

External medical assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialling 999 from the nearest available telephone.

The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.
- Brief description of the accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

Managing bodily fluids

First aiders must wear disposable gloves where bodily fluids are involved. Any dressings or materials which have been in contact with bodily fluids (such as blood or vomit) must be disposed of in the designated yellow bin in a first aid room.

Bodily fluids spilt should be cleaned up and bleached or disinfected. If the spillage is significant, staff should be removed from the area (where necessary) and the office's premises staff should be called upon to clean the area professionally using the appropriate cleaning materials.

Accidents and First Aid for Students at Home

All accidents, injuries and medical incidents disclosed to staff during online learning sessions must be recorded using the school's First Aid Incident Report procedures. All procedures. All teachers and staff will remind pupils of safe practice whilst online learning.

The appointed first aider for the school will be able to provide basic first aid advice to a responsible adult via Microsoft Teams or telephone call. Staff are not expected to diagnose medical conditions or provide medical advice beyond basic first aid guidance. Responsibility for administering first aid remains with the responsible adult present with the child or attending emergency services.

Parents and carers are encouraged to access non-emergency and emergency services to maintain the health and wellbeing of the child in their immediate care. The school, the Headteacher and all staff will support parents and carers to ensure risk to Health is minimised whilst working remotely.

Reporting and reporting accidents

Details of any injury received at work must be entered on to the Accident Register. The record should include accidents to visitors, members of the public or contractors working, visiting, or accessing sites owned or occupied by Esland Online

Schools.

In addition to reporting the accident on the internal accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, such as:

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 Headteacher 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

Students and visitors

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 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 tri

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 floor

Information on how to make a RIDDOR report is available here:

The Chief Operating Officer and the Head of Health, Safety and Estates must be informed by telephone as soon as possible of any injury to an employee, visitor, member of the public or

contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties because of an accident at work. This also applies if the injured person continues to work but then reports unfit for work the following working day.

The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health.

Esland Online School is required to report all relevant injuries, dangerous occurrences, or work-related ill health to any of our employees, wherever they occur. There is also a duty to report major injuries to members of the public if they occur in workplaces under our control.

Online Medical Emergencies

Detailed procedures for responding to injuries, medical emergencies and first aid incidents during online lessons are set out in:

- Appendix i: First Aid Procedure for Tutors During Online Lessons
- Appendix ii: First Aid Flowchart for Tutors During Online Lessons
- First Aid Incident Report Form

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.

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.

Links with other policies

The first aid policy is linked to the:

- Health and Safety Policy.
- Risk assessment Policy.
- Medical Conditions Policy
- Allergy Awareness Policy

Appendix i - Procedure

This appendix outlines the required procedures for tutors to follow in the event of a medical emergency or minor injury occurring during an online lesson. All tutors must follow these steps consistently to ensure pupil safety and appropriate reporting.

General Principles

- Tutors are *not* expected to diagnose medical conditions.
- Tutors must remain calm and reassure the pupil.
- Tutors must stay on the call until the pupil is safely in the care of a parent/carer/guardian or emergency services.
- All incidents—minor or severe—must be reported on the same day.

Minor Injuries

(e.g., cuts, bruises, mild headaches, discomfort, minor nosebleeds)

Procedure

- **Assess the situation** and determine that the injury is minor and not life-threatening.
- **Call the parent/carer/guardian immediately** to inform them of the situation.
- **Support the parent/carer/guardian** in providing appropriate basic first aid where suitable (e.g., applying a plaster, providing a drink of water, rest).

- **Document the incident** in a First Aid Incident Report on the *same day*.
- **Send the completed report to SLT** once written.
- **Provide a copy to the parent/carer/guardian within 24 hours.**

Serious or Emergency Incidents

(e.g., unconsciousness, seizure/fitting, severe bleeding, difficulty breathing, suspected fracture, significant head injury)

Procedure

- **Stay with the pupil online**, offering calm reassurance.
- **Call the parent/carer/guardian immediately** and advise them to seek urgent medical attention by calling **111** (non-emergency medical advice) or **999** (emergency services).
- **If the parent/carer/guardian is unreachable:**
 - The tutor must **call 999 directly**,
 - Provide the child's **full name, home address, and parent/carer contact number**,
 - Follow the instructions given by the emergency operator.
- The tutor must remain connected to the lesson or call until the child is safely attended to.
- **Write a detailed First Aid Incident Report on the same day.**
- **Send the report to SLT immediately** after completion.
- **Provide a copy to parents/carers within 24 hours**, unless advised otherwise by emergency services or safeguarding leads.

Reporting Requirements

- All first aid incidents, whether minor or major, must be recorded using the school's First Aid Incident Report Form.
- Reports must be factual, objective, and include:
 - Date and time of incident
 - Pupil name and class
 - Description of incident and symptoms
 - Actions taken
 - Communication attempts and outcomes (including time parent was contacted)
 - Whether external services were involved
 - Names of all persons informed
- Reports must be retained in accordance with the school's safeguarding and data protection procedures.

Safeguarding Considerations

- Any concerns arising from the incident that relate to welfare, neglect, or risk of harm must be reported to the Designated Safeguarding Lead immediately.
- Tutors must avoid asking inappropriate medical questions and should only gather information relevant to immediate safety.

Appendix ii First Aid Flowchart for Tutors during Online Lessons

Appendix ii – First Aid Flowchart for Tutors During Online Lessons



Appendix iii First Aid Incident Report

First Aid Incident Report - Pupil

Pupil Name						
Date of Birth						
Staff Member making report						
Date of Incident			Time of Incident			
Lesson/Tutor			Location of Pupil			
Was the incident...	Minor		Serious		Emergency	

Description of Incident (Provide a factual, objective description of what happened. Do not include opinion.)
What occurred:
Symptom observed:

How the incident was identified (e.g. pupil reported, tutor witnessed):

Action Taken

First aid advice given or supported:

Parent/carer/guardian contacted?

Yes

No

Time contacted:

Name of person spoken to:

Summary of conversation

Parent/Carer Unreachable *(complete only if applicable)*

List the time attempts were made and the method (phone, text, email)

Serious or Emergency Incident *(complete only if applicable)*

Was 111 contacted?

Yes

No

Was 999 contacted?

Yes

No

If yes to either of the above, please state the name of the person who made contact, the name of the emergency operator and advice given

Outcome

Pupil left in the care of:

Tutor remained connected until:

Follow up actions required:

Reporting

Tutor completing form	
Signature	
Date of completion	
Date report sent to SLT	
Date report sent to parent/carers	