

THOMAS MILLS HIGH SCHOOL & SIXTH FORM



SCHOOL POLICY DOCUMENT 81

FIRST AID POLICY

Date reviewed by School	20 th May 2025
Next review due:	Summer Term 2026
Policy review cycle:	Annually
Policy Owner:	Deputy Headteacher

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

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1 Statement of intent

- 1.1 Thomas Mills High School Academy Trust (“the Trust”) has overall responsibility for the provision of first aid to the Head Teacher, teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.
- 1.2 Together, we are committed to achieving the following objectives:
- 1.2.1 to provide an accessible first aid policy;
 - 1.2.2 to ensure all first aid policies and procedures are based on an up-to-date risk assessment; (see example Annex B)
 - 1.2.3 to ensure all first aid equipment and facilities are suitable for purpose.

2 Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

The Board of Trustees, Chair of Trustees and Head Teacher carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid,
- promoting and following this First Aid Policy,
- dedicating budget to the academy’s First Aid provision (including appropriate training),
- communicating effectively with parents, staff and pupils,
- monitoring and reviewing First Aid procedures and practice.

2.2 Responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and Head Teacher have assigned health and safety responsibilities as follows:

2.2.1 Health and Safety Representative of the Board of Trustees

- (a) The Health and Safety Representative will report back on first aid issues in the Finance & Premises committee meetings which in turn reports back to the Trust Board.
- (b) They will take the lead in monitoring the required first aid risk assessment and periodic review of the first aid policy. They will seek support and professional advice from the business manager, Site supervisor and external advisors as necessary.

2.2.2 Senior Leadership Team (Business Manager) and Head Teacher have the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate first aid induction, relating to both whole-school and any specific provision relating to their role in the school
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- ensuring that all the relevant checks are done on relevant equipment
- ensuring the competency of contractors that come into the school
- ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department

2.2.3 All other members of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the school's first policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own first aid responsibilities
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions

2.2.4 Pupils

While school staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- take personal responsibility for themselves and others

- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school code of conduct / school behaviour policy

2.2.5 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3 Arrangements for Health and Safety

3.1 Risk assessment

- 3.1.1 An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.
- 3.1.2 Risk assessments are stored in the Business Managers office and will be reviewed:
- at regular intervals
 - after serious accidents, incidents and/ or near misses
 - after any significant changes to workplace, working practices or staffing
 - following any identified trends or accident statistics
- 3.1.3 Risk assessments will be based on any specific hazards or risks on site, specific needs and accident statistics.
- 3.1.4 Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities.
- 3.1.5 Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.

Covid-19 update

The government has moved away from stringent restrictions and targeted interventions to reduce the risk of the spread of Covid 19 and the operational guidance for schools from the government has been withdrawn.

The Academy will now consider Covid 19 as one risk amongst others in relation to health and safety risk assessments and managing risk. This will be reviewed as any guidance changes.

[Coronavirus \(COVID-19\) – Advice for workplaces \(hse.gov.uk\)](https://www.hse.gov.uk/coronavirus/)

3.2 First aiders

3.2.1 The risk assessment will determine the minimum number of trained first aiders required and the Trustees or Head teacher will monitor this to ensure that these standards are being met.

[The Trust must take into account the number of children, staff and layout of the premises to ensure that the Primary First Aider (PFA) is able to respond to emergencies quickly.

3.2.2 First aiders will be recruited on a voluntary basis.

3.2.3 The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate or PFA). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

3.2.4 The Trust will monitor the expiration date of each first aider's training and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.

3.2.5 All volunteer first aiders must report to the Health and Safety representative (Business Manager) / Head teacher with any questions or concerns in relation to their post.

3.2.6 A list of current volunteer first aiders is held in the School Office and in various locations around the school.

3.2.7 This list will be displayed in the main reception of the school and other appropriate areas and updated when necessary.

3.2.8 The roles and responsibilities for first aiders are as follows:

- (a) acting as first responder to incidents that require first aid;
- (b) administering immediate and appropriate treatment;
- (c) contacting the emergency services when the situation requires;
- (d) keeping their contact details up to date;
- (e) filing an accident report as soon as possible after the incident;
- (f) reporting the incident to the HSE if required (see paragraph 3.6 below);
- (g) consenting to having their names displayed around the school on the first aid list.

3.3 Equipment

3.3.1 The Trust will have at least one fully stocked first aid container, and at least one on each floor of the premises where there is more than one floor of the premises, which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.

3.3.2 The contents of the first aid kit will be checked by the First Aid Lead at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.

3.3.3 Each first aid container will contain, as a minimum, the following:

- (a) leaflet giving general advice on first aid (see HSE website);
- (b) 20 individually wrapped sterile adhesive dressings (assorted sizes);
- (c) two sterile eye pads;
- (d) two individually wrapped triangular bandages (preferably sterile);
- (e) six safety pins;
- (f) six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- (g) two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- (h) one pair of disposable gloves.

3.3.4 A travel first aid container must be taken on any off-site visits or trips. This includes sporting events, school trips and site visits. A travel first aid container must include the following as a minimum:

- (a) leaflet giving general advice on first aid (see HSE website);
- (b) six individually wrapped sterile adhesive dressings (assorted sizes);
- (c) two individually wrapped triangular bandages (preferably sterile);
- (d) two safety pins;
- (e) one large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- (f) individually wrapped moist cleansing wipes;
- (g) one pair of disposable gloves.

3.3.5 All public service vehicles used by schools e.g. minibuses must have on board a first aid container with the following items contained:

- (a) ten antiseptic wipes, foil packaged;
- (b) one conforming disposable bandage (not less than 7.5 cm wide);
- (c) two triangular bandages;
- (d) one packet of 24 assorted adhesive dressings;
- (e) three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
- (f) two sterile eye pads, with attachments;
- (g) twelve assorted safety pins;
- (h) one pair of rust-less blunt-ended scissors.

3.4 Facilities

3.4.1 The Trust will ensure that there is a suitable room that may be used for medical treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

3.4.2 Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.

3.4.3 Disposable gloves and handwashing facilities will be made available.

3.5 Reporting an incident

- 3.5.1 A first aid and accident record book will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable and first aiders will be trained to identify when a statutory report is required. In most cases a statutory report will be made by the Business Manager or the Head Teacher.
- 3.5.2 When an incident is reported the following information must be included:-
- (a) the date;
 - (b) method of reporting e.g. via HSE website for RIDDOR;
 - (c) time and place of the event;
 - (d) personal details of those involved; and
 - (e) a brief description of the nature of the event or disease (factual account only).
- 3.5.3 This record can be combined with other accident records.
- 3.5.4 The records will be kept for a minimum of 3 years.
- 3.5.5 Parents/carers will be notified of any accident/injury, deemed to be serious by the first aider, the same day, or as soon as reasonably practical afterwards, along with notification of any first aid treatment given.

3.6 HSE notification

- 3.6.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.
- 3.6.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises Head teacher will be the responsible person.
- 3.6.3 The following work-related accidents must be reported to the HSE:
- accidents which result in death or a specified injury must be reported without delay;
 - accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including

weekends and other rest days) must be reported within 15 days of the accident.

3.6.4 Reportable specified injuries include:

- 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:
 - cover more than 10% of the body; or
 - cause 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.

3.6.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

3.6.6 Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Covid-19

The Trust recognises the duty regarding school-based infections and will follow the guidance issued by the HSE. (Currently [RIDDOR reporting of COVID-19 - RIDDOR reporting of COVID-19 \(hse.gov.uk\)](https://www.hse.gov.uk/riddor/covid-19/)).

4 Procedures

4.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

- 4.1.1 The closest member of staff will seek the assistance of a qualified first aider.
- 4.1.2 The first aider will assess the injury and undertake the appropriate first aid treatment.
- 4.1.3 If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.
- 4.1.4 If deemed appropriate the first aider will contact the injured person's emergency contact or next of kin.
- 4.1.5 The first aider or relevant member of staff will fill out the first aid and accident record book and include the required details.
- 4.1.6 If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

4.2 Off-site procedures

When staff take pupils off the school premises, they should ensure they have the following:

- 4.2.1 a first aid container consistent with paragraph 3.2;
- 4.2.2 a mobile, on which they can contact the school and the school can contact the staff member;
- 4.2.3 a list of the specific medical needs of the pupils and any required equipment;
- 4.2.4 emergency contact details for the pupils.
- 4.2.5 the Data Admin/Trips team will provide the above information for each trip.

RISK ASSESSMENT CONCERNING INJURIES/MOBILITY

Pupil Name: Anon Pupil 7MMu Date of Birth: 06/02/2011 Today's Date: 09/01/2024

What are we concerned about? Anon's knee is prone to dislocation. Therefore, he wears a knee brace and sometimes needs to be on crutches – this is a historical injury.

RISK/S	MITIGATION
Crowded corridors/risk posed when navigating in crowds	<ul style="list-style-type: none"> • All staff instructed to allow Anon to leave lessons/registration 5 mins early meaning he avoids busiest times. • Anon may Register with Student Services if he wishes at 2pm. • Anon allowed to leave school through Reception at the end of the day.
Concern about being late for lessons/Anon is worried	<ul style="list-style-type: none"> • As above
Evacuation should the fire alarm sound	<ul style="list-style-type: none"> • Anon must walk out to the muster point with the member of staff who is teaching him, or if at Break or Lunch, carefully, and check in with JMr/NFa ASAP.
SUPPORT REQUIRED DURING EVACUATION	YES/NO
	If yes, complete and attach a PEEP

Completed by: Name, Head of Year 7
Review Date: 16/02/2024

Annex B

First aid risk assessment

Important note: *This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not** use this template without assessing your school's risks.*

Thomas Mills High School & Sixth Form

Assessment conducted by: M Mugliston	Job title: Business Manager	
Date of assessment: 24/04/2025	Review interval: Annually	Date of next review: Summer term 2026

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	<u>M</u>	<ul style="list-style-type: none"> • Clear arrangements for first aid are detailed in the <u>First Aid Policy</u> which outlines local external contacts, e.g. GPs and hospitals, and is available to all employees and on the school website. • The <u>First Aid Policy</u> is informed by this risk assessment. • The school considers the needs of non-employees, e.g. pupils and visitors, as well as staff members in all its first aid provision. • All staff, pupils, parents, visitors and carers are made aware of the setting's first aid arrangements, including how to contact a first aider urgently where necessary. • All members of staff are familiar with the procedures outlined in the <u>Health and Safety Policy</u>. • First aid arrangements, including the location of first-aid equipment, facilities and relevant personnel are covered in the induction process – any subsequent 		<u>Business Manager</u>	<u>Signature</u> <u>Date</u>

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>changes are brought to the attention of staff members.</p> <ul style="list-style-type: none"> • First aid notices are displayed in prominent positions at appropriate places on the school premises. • Lists of all first aiders and appointed persons are displayed prominently throughout the school. • Staff members working with pupils are made aware of the expectation to use their best endeavours at all times to secure the welfare of pupils, and informed that the outcomes of taking no action in an emergency are likely to be more serious than if they tried to assist. • First aid needs are reviewed annually, and after any major changes, e.g. changes to staff or premises, to ensure provision remains appropriate. 			
Inadequate first aid provision	Staff, pupils and visitors	L	<ul style="list-style-type: none"> • Provision is sufficient to ensure that first aid can be administered without delay as necessary and is always available. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • A suitable first aid room is available next to the staff room. Where possible, this room is reserved exclusively for the provision of first aid. • The number of first aiders on site is monitored to ensure provision remains adequate throughout the school day, including any wraparound provision. • Procedures are established to allow staff to contact trained first aiders for their assistance where needed. • First aid arrangements take account of absences of a first aider or appointed person and reflect alternative work practices. • Injured or ill pupils are never left unsupervised. • All low-level hazards, e.g. office hazards, and high-level hazards, e.g. using certain chemicals, are identified using specific risk assessments to determine whether 	(School discretion)		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			different levels of first aid provision are required.			
Staff training	Staff, pupils and visitors	M	<ul style="list-style-type: none"> All qualified first aiders undergo, or have undergone, appropriate training delivered by a competent training provider, and hold a valid first aid certificate. The school has a number of qualified and suitable first aiders among its staff members following an assessment of its circumstances and first aid needs. The school's specific first aid needs are discussed with training providers in advance to allow courses to be tailored specifically to the school's circumstances. Where possible, retraining is arranged before first aid certificates become invalid. Where possible, first aiders undertake annual refresher training to maintain their basic skills and keep up-to-date with any changes in procedures. 		<u>Lead First Aider/</u> <u>Business Manager</u>	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • First aiders provide immediate help to staff, pupils and visitors with common injuries or illnesses and those arising from specific hazards at the school or on educational visits. • First aiders ensure that, where appropriate, an ambulance or other professional medical help is called. • Where a first aid needs assessment identifies that medicine specified in Schedule 19 of The Human Medicines Regulations 2012 may need to be administered in an emergency, the school provides first aiders with additional training to recognise the symptoms and condition and to administer lifesaving medication in an emergency situation. • Pupils are taught health education as part of the curriculum. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Recording incidents	Staff, pupils and visitors	<u>L</u>	<ul style="list-style-type: none"> • A record is kept of all incidents managed by a first aider or appointed person, or that require first aid staff to be in attendance. • The record is used to help inform the development and monitoring of the <u>First Aid Policy</u> and any subsequent first aid needs assessments and identify trends in accidents and areas for improvement. • The record is readily accessible in the <u>school office</u> and records the following details: <ul style="list-style-type: none"> • The date, time and place of the incident • The name of injured or ill person • The injury or illness • Whether first aid was given • What happened immediately after the incident, e.g. they returned to class or a hospital trip was required • The name and signature of first aider or person managing the incident 		<u>Lead First Aider</u> <u>Business Manager</u>	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The likely causes of accidents or injuries are identified and assessed to help the headteacher consider the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. 			
Reporting incidents	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are followed, including all reportable incidents being recorded by a specified responsible person and notifying the HSE of fatal and major injuries and dangerous occurrences without delay. Following the reporting of an incident under RIDDOR, the responsible person considers whether the incident was caused by a failure in the way an activity was organised, the way equipment or substances were used, or the condition of the premises. Parents/carers are informed on the same day about any accident or injury their child 		Lead First Aider Business Manager	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			has sustained, if deemed to be serious by the First Aider			
Insurance	Staff and school		<ul style="list-style-type: none"> The school ensures adequate insurance and risk cover is in place for its first aid provision. The school ensures its risk protection arrangement (RPA) membership, as an alternative to commercial insurance, covers all the activities of its first aiders. 	(Additional insurance purchased where required)	Business Manager	
First aid equipment, material and facilities	Staff, pupils and visitors	<u>L</u>	<ul style="list-style-type: none"> The school provides sufficient materials and equipment which is always available and easily accessible to meet its first aid needs. All first aid equipment is suitably labelled. A suitable first aid container stocked in accordance with an assessment of the school's first aid needs is easily accessible on site, including: <ul style="list-style-type: none"> A leaflet giving guidance on first aid 20 individually wrapped sterile plasters 2 sterile eye pads 		Lead First Aider	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • <u>2 individually wrapped triangular bandages</u> • <u>6 safety pins</u> • <u>2 large and 6 medium-sized sterile individually wrapped wound dressings</u> • <u>3 pairs of disposable gloves</u> • The school has a sufficient number of first aid containers on the premises in line with its first aid needs and considers where additional containers may be required, e.g. distant sports fields and playgrounds. • All first aid containers are marked with a white cross on a green background and are located near to hand washing facilities where possible. • Medication is not stored in a first aid container. • A first aider is designated responsibility for checking the contents of first aid containers frequently and restocking them as soon as possible after use. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> First aid items are discarded safely after the expiry date has passed. 			
Using, storing and disposing sharps	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The appropriate first aid-trained members of staff are adequately trained in the use, storage and disposal of sharps equipment. Sharps equipment is used in line with the Infection Control Policy and COSHH Policy. The school ensures that sharps remain essential tools for effective first aid care and are only used when required in order to avoid unnecessary use and risk of injury. Staff ensure that sharps-free equipment is used to administer first aid where reasonably practicable to do so. Where it is not reasonably practicable to use sharps-free equipment, 'safer sharps' are used where appropriate – 'safer sharps' refers to sharps equipment with safety features to minimise the risk of accidental injury. 	(Sharps Bin located in medical room)	Lead First Aider Site Supervisor	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Where the use of safer sharps is required to administer first aid, this equipment does not compromise the care provided or the needs of the individual requiring first aid. • Where the use of safer sharps is not reasonably practicable and/or the type of equipment cannot be reasonably controlled, e.g. an adrenaline auto-injector (AAI) brought in from home, the person responsible for administering first aid ensures that safe procedures for using sharps are followed. • Sharps equipment is not re-capped unless it is in the interests of safety or it is necessary to do so, to avoid accidental injury while recapping. • Sharps are stored and disposed of near where first aid is usually administered, where possible, to minimise the risk of injury while carrying sharps equipment from storage or to disposal. • Sharps that are not intended for re-use are not re-used and are disposed of safely. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Written instructions, in line with the equipment manufacturer's advice, are available for the person using and disposing of sharps equipment. Sharps are stored and disposed of in clearly marked and secure sharps boxes. Staff are aware never to fill sharps boxes above the fill line and adhere to this practice. 			
Off-site activities and trips		<u>L</u>	<ul style="list-style-type: none"> A travelling first aid container is taken for use on any off-site activities or educational visits. Prior to undertaking any off-site activities or educational visits, the visit leader assesses the level of first aid provision needed and identifies any additional items that may be necessary in the first aid container for specialised activities. First aid provision remains available on school premises when staff and pupils are working elsewhere, e.g. educational visits. 		<u>Lead First Aider</u> <u>Trip lead</u>	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Post-incident response	Staff, pupils and visitors		<ul style="list-style-type: none"> The school offers the first aider mental health support after an incident by signposting them to their GP or government support, such as ‘Promoting mental health and wellbeing in schools and colleges’. The data from the defibrillator is downloaded by the ambulance crew, and any additional data regarding the incident is sent to healthcare services. Staff ensure first aid equipment is ready for use again. The incident is reported under the RIDDOR if the necessary criteria are met. 	Via Staff Support Line	Business Manager	