



Child Protection Policy

POLICY LEAD	Lorraine Yates, Designated Safeguarding Lead
APPROVED BY	Emma Glover, Executive Principal
DATE OF APPROVAL	March 2022
LAST REVIEWED ON	July 2023
NEXT REVIEW DUE BY	July 2024



Contents

1. Aims.....	3
2. Legislation and Guidance.....	3
3. Roles and Responsibilities	3
4. First Aid Procedures	5
5. First Aid Kit	5
6. Record-keeping and Reporting.....	6
7. Training.....	7
8. Monitoring Arrangements.....	7
9. Links to Other Policies	7
Appendix 1: List of Appointed Persons/First Aiders	8

1. Aims

1.1 The aims of our first aid policy are to:

- * Ensure the health and safety of all scholars, staff 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

2.1 This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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.

3. Roles and Responsibilities

3.1 Appointed Person

The school's appointed person is **Natalie McKenzie**. They are responsible for:

- * Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits,
- * Reporting any first aid incidents that require further action to the Principal,
- * Maintaining oversight of first aid incidents log,
- * Identifying any additional training needs that are required by the school.

3.2 First Aiders

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

- * Acting as first responders to any incidents; they will take charge and assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment,
- * Ensuring that an ambulance or any other professional medical help is summoned when appropriate,
- * Sending scholars home to recover, where necessary,
- * Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Astrea Academy Sheffield's appointed person and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

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 and staff members.

3.3 The **Principal** is responsible for the implementation of this policy, including:

- * Ensuring that an appropriate number of appointed persons and 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,
- * Ensuring that adequate space is available for catering to the medical needs of scholars,
- * Reporting specified incidents to the Health and Safety Executive (HSE) when necessary.

3.4 **Staff** are responsible for:

- * Ensuring they follow first aid procedures,
- * Ensuring they know who the first aiders in school are,
- * Completing accident reports for all incidents they attend to where a first aider/appointed person is not called,
- * Informing the Principal or their manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 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,
- * The first aider will also decide whether the injured person should be moved or placed in a recovery position,
- * If the first aider judges that a scholar is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will provide recommendations for the parents,
- * If emergency services are called, a member of SLT will contact parents immediately,
- * The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

4.2 All drivers of academy vehicles (e.g. school minibus) are expected to carry a first aid kit with them at all times. The driver has the responsibility for its safe-keeping and to keep it adequately stocked.

5. First Aid Kit

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

- * A leaflet with general first aid advice,
- * Regular and large bandages,
- * Eye pad bandages,
- * Triangular bandages,
- * Adhesive tape,
- * Safety pins,
- * Disposable gloves,
- * Antiseptic wipes,
- * Plasters of assorted sizes,
- * Scissors,
- * Cold compresses,
- * Burns dressings.

5.2 No medication is kept in first aid kits.

5.3 First aid kits are stored in:

In Secondary Phase:

- * The medical room,
- * Reception (at the desk),
- * All science labs,
- * All Design and Technology classrooms,
- * The school kitchen,
- * School vehicles,
- * Drama Studio,
- * Referral Space,
- * English Department Office,
- * PE Office,
- * Sports Hall,
- * Grab and Go Kit for MUGA.

6 Record-keeping and Reporting

6.1 First Aid and Accident Log

- * An accident report 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
- * A record of the incident will also be added to the scholar's educational record,
- * Records held in the first aid log will be retained by the school for a minimum of 3 years.

6.2 **Reporting to the HSE.** The **Site Manager** 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). Details on this procedure can be found here: <https://www.hse.gov.uk/pubns/edis1.pdf>

6.4 Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

7. Training

- 7.1 All school staff are able to undertake first aid training if they would like to.
- 7.2 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, the training they have received and when this is valid until (see Appendix 1).
- 7.3 Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring

- 8.1 This policy will be reviewed by the **Designated Safeguarding Lead** (DSL) every year.
- 8.2 At every review, the policy will be approved by the Principal and the Governing Board.

9. Links to Other Policies

9.1 This first aid policy is linked to the:

- ✳ Health and Safety Policy
- ✳ Policy on Supporting Pupils with Medical Conditions

10. Appendix 1 list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	COURSE ATTENDED	DATE ATTENDED	RENEWAL DUE
Natalie McKenzie (Appointed Person)	Deputy Designated Safeguarding Lead	Schools First Aid – Full day	16/11/2021	16/11/2024
Adam Nicholson	Vice Principal	Emergency First Aid at Work	14/07/2021	14/07/2024
Chloe Wood	Office Manager	Emergency First Aid at Work	14/07/2021	14/07/2024
William Brough	HoD: Design Technology	Schools First Aid – Full day	16/11/2021	16/11/2024
Sarah Naylor	Assistant Principal	Schools First Aid – Full day	16/11/2021	16/11/2024
Jonathan Stevenson	Sous Chef	Schools First Aid – Full day	16/11/2021	16/11/2024
Thomas Wiacek	Pastoral Year Lead	Schools First Aid – Full day	16/11/2021	16/11/2024
Muna Digaali	Health and family support	Schools First Aid – Full day	09/11/2021	09/11/2025

STAFF MEMBER'S NAME	ROLE	COURSE ATTENDED	DATE ATTENDED	RENEWAL DUE
Kelly Percival	Kitchen Staff	Schools First Aid – Full day	21/10/2022	21/10/2025
Razia Ishfaq	Teaching Fellow	Emergency first aid at work	17/05/2022	17/05/2025
Jordan Abbott	Pastoral Year Lead	Schools First Aid – Full day	21/10/2022	21/10/2025
Megan Hibbert	Deputy Designated Safeguarding Lead	Schools First Aid – Full day	21/10/2022	21/10/2025
Monique Rampassard	Pastoral Year Lead	Schools First Aid – Full day	21/20/2022	21/10/2025
Naila Khan	Pastoral Year Lead	Schools First Aid – Full day	21/10/2022	21/10/2025
Sagal Ahmed	Pastoral Year Lead	Schools First Aid – Full day	21/10/2022	21/10/2025
Assiah Nafisah	Teaching Assistant	Schools First Aid – Full day	27/03/2023	26/03/2026
Korron King	Teacher of PE	Schools First Aid – Full day	27/03/2023	26/03/2026
Bethan Rhodes	ADT Technician	Schools First Aid – Full day	24/11/2023	24/11/2026
Bilal Hussain	PYL 9	Schools First Aid – Full day	24/11/2023	24/11/2026
Amber Saeed	PYL 8	Schools First Aid – Full day	24/11/2023	24/11/2026
Marzia Sultana	Office Admin	Schools First Aid – Full day	24/11/2023	24/11/2026

STAFF MEMBER'S NAME	ROLE	COURSE ATTENDED	DATE ATTENDED	RENEWAL DUE
Ellis Hewitt	PA to the principal	Schools First Aid – Full day	24/11/2023	24/11/2026
Ian Jeeves	Teacher of Boys PE	Schools First Aid – Full day	24/11/2023	24/11/2026
Tristan Powell	HoD religious studies	Schools First Aid – Full day	24/11/2023	24/11/2026
Sam Bessant	Head Chef	Schools First Aid – Full day	24/11/2023	24/11/2026
Fartuum Nuurani	Catering Assistant	Schools First Aid – Full day	24/11/2023	24/11/2026
Fran Ryall	Operations Manager	Schools First Aid – Full day	24/11/2023	24/11/2026
Cheryl Tough	MIS Lead	Schools First Aid – Full day	24/11/2023	24/11/2026
Grace Clough	Teacher of Girls PE	Schools First Aid – Full day	24/11/2023	24/11/2026
Aminah Hussain	HoD physical education	Emergency First Aid at Work - AP Training	04/12/2023 & 05/12/2023	04/12/2023 & 05/12/2023