

First Aid in School Policy

Summary

The aims of the 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

Date adopted: January 2023

Review date: Annually

Last Reviewed: July 2023

Key staff involved in the policy

Role	Name(s)
Leadership Group	K. Reynolds
Other	N/A

1. 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2. Location of First Aid Facilities

The primary location for First Aid is in the Student Support area where there is a dedicated medical room. First Aid kits are also available in PE, Reception, Technology and Science

3. Roles and responsibilities

3.1 Responsibilities of the Trained First Aiders

- Taking charge when someone is injured or becomes ill.
- Provide appropriate response/treatment for students, staff and/or visitors who sustain an injury.
- Staff/visitors to record all accidents on an accident/incident form. Staff member to complete this form on behalf of students. The accident form is handed to the investigating officer for them to carry out their investigation into the accident. The content of the form is input into DCC's accident & reporting system.
- In the event of any injury to the head, however minor, ensure that parents/guardians are contacted by telephone or another family member if first and second contacts are unavailable. If all family contacts are uncontactable a text must be sent to ensure home has been notified of the head injury so monitoring can be continued when the students returns home from school
- The first aider will update CPOMS/Arbor with details of any first aid given to students
- The first aider will make arrangements with parents/guardians to collect student and take them home if they are deemed too unwell to continue the school day.
- Reception to be notified if a student is being collected due to injury/illness.
- Once collected office staff are to notify student support officer for attendance purposes.
- Contact emergency medical services as required and inform Student Support Manager.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

3.2 Responsibilities of the Student Support Manager

- Ensure that all staff and students are familiar with the school's first aid and medical policy.
- Ensure that all appropriate staff are familiar with measures to provide appropriate care for students with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers etc.).
- All medications are kept in the Student support office, in individual labelled boxes. Any medication requiring refrigeration will be kept in the fridge, in the student support area.
- In conjunction with Student Support Officers, the Student Support Manager will ensure that a list is maintained and available to staff of all students with particular medical needs and appropriate measures needed to care for them. This will be via Arbor.
- Working with the schools SENCO and Student Support Officers, the Student Support Manager will ensure that correct provision is made for students with special medical requirements both in school and on off-site visits.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure Head teacher is informed of contact to emergency medical services.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

3.3 Responsibilities of the Business Manager

- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.

- Be the investigating officer in the event of an accident and report findings through DCC's online portal
- Ensure sufficient funds are budgeted for re the procurement of first aid supplies
- Maintain adequate facilities.
- Ensure sufficient signage is displayed around the school site listing who the first aiders are and the location of the nearest first aid box
- Fulfil the school's commitment to report to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

4. What to do in the case of an accident or injury

- Any member of staff witnessing an accident or injury should either contact the main school office for them to contact a trained first aider or contact them directly themselves through use of radio or telephone
- Any student or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help if needed. The trained first aider will take control of the situation in the first instance. If needed, a member of the Leadership Group will take over control.
- There should not be any additional staff 'loitering' but can be used to direct emergency vehicles, crowd control etc.
- The student or member of staff should not be left unattended.
- The first aider will organise an injured student's transfer to another area of the school as appropriate and/or to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider, school reception staff or student support officer.
- A written record of all accidents and injuries is maintained on CPOMS through the completion of first aid/accident reporting form.
- Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including: (but not exclusively)
 - Head injury
 - Suspected sprain or fracture
 - Following a fall from height
 - Dental injury
 - Anaphylaxis & following the administration of an Epi-pen
 - Epileptic seizure
 - Severe hypoglycaemia for students, staff or visitors with diabetes
 - Severe asthma attack
 - Difficulty breathing
 - Bleeding injury (uncontrolled)
 - Loss of consciousness
 - If the student is generally unwell

5. Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any student taken to hospital by ambulance must be accompanied by a member of staff unless a parent arrives. All cases of a student becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital, unless medically advised of an individual protocol for a specific student by a medically trained practitioner.

6. Accident reporting

First aid/accident reporting forms (“Corporate accident / incident / ill-health or near miss reporting form”) must be completed for any accident or injury occurring at school. The completed form is to be handed to the investigating officer (CFO).

7. Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school’s care.

8. First Aid equipment and materials

Student Support Officers are responsible for stocking and checking the first aid kits. Staff are asked to notify the Student Support Manager in order that supplies can be ordered when stocks are low.

9. First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip or a staff member working with the school from the provision being visited has an appropriate first aid qualification. The trip organiser must undertake a risk assessment to ensure an appropriate level of first aid cover (reference to the educational visits policy, which includes further guidance).

- A portable first aid kit must be signed out from Student Support for school visits by the visit lead staff member.
- This must be returned to the main office for replenishing on return – Student Support staff to ensure it is appropriately stocked.
- Any accidents/injuries must be logged using the first aid/accident reporting form.

RIDDOR guidelines for reporting accidents must be adhered to.

10. After school activities

The member of staff organising the after-school activity is responsible for ensuring appropriate first aid measures are in place and staffing are available to attend should they be required.

11. Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. Reporting of all bodily fluids are directed to the site team as they have special bio-hazard kits to clear up all types of bodily fluid spillages.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident, for at least 20 seconds
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.
 - Bodily fluids including: blood, faeces, nasal and eye discharges, saliva, vomit

All contaminated material should be disposed of in a yellow clinical waste bag then placed in the hazardous waste bin in the First Aid Room. Avoid getting any body fluids in your eyes, nose, mouth or

on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.