



First Aid Policy

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Reviewed by:	Laura Webb - Governor
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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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are Rosina Khan and Bushra Rehman. 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 (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 (see section 6)
- Keeping their contact details up to date

Our school's appointed person(s)/first aiders names are displayed prominently around the school.

3.2 The Governing Body

The Governing Body 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.

3.4 The Headteacher

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

- Ensuring that an appropriate number of appointed persons/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 that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

These procedures have been developed in line with our documented first aid risk assessment in place which identifies how many first aiders are required, in addition to identifying what first aid provision is deemed necessary.

4.1 In-school procedures

The medical room is designated as the First Aid room for treatment, sickness and the administration of First Aid. The room has a fixed locked store for medication, a yellow bin for waste materials, wash basin and a sick bed.

If a staff member is concerned about the welfare of a pupil, they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

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 injured person shall not be left unattended.
- 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 and should continue to talk to the person to relax and to reassure them of the action being taken.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position. If an incident is witnessed and the injured person does not seem able to move, or if an injury is sustained in the region of the head, neck or spine movement should be avoided except if the situation is life threatening in which case it is necessary to make sure that the airway is clear.

- Exposed cuts and abrasions should always be covered by hypo-allergic plasters.
- Accidents involving a pupil's head can be complicated as the injury may not be evident (e.g. internal) and the effects only become noticeable after a certain period of time.
- If the head injury is minor, and emergency treatment is not required, it should still be monitored closely, and an incident slip should be completed and given to the parents which will outline the injury sustained and symptoms to look out for.
- If an injury is to the groin area, then reasonable efforts shall be taken to seek permission from the parents before attending to the child or request made to the parents to come into school and witness any first aid administered. If this is not possible, an adult witness shall be present if tending to areas of the body between the waist and the knees.
- 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. Upon their arrival, the first aider will recommend next steps to the parents.
- If a first aider is not available, or the situation requires urgent medical assistance then an ambulance shall be called without hesitation.
- If emergency services are called, the Headteacher will contact parents immediately.
- Where hospital treatment is required but it is not an emergency, then SLT/Admin shall contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted, the Headteacher or a member of the SLT shall accompany the child to hospital and remain with them until the parents can be contacted.
- The school will contact parents by phone if they have concerns about the injury.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the School Office.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned shall seek medical advice without delay.

4.2 Off-site procedures

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

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

Risk assessments will be completed by the Headteacher or trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

The First Aider shall ensure that they are aware of the contents of the First Aid box and its location always throughout the visit.

All adults present on the visit shall be made aware of the arrangements for First Aid.

In the event of an accident or other incident on a trip, the trip leader is responsible for ensuring the health and safety of the injured child and the rest of the party.

A copy of the Parental Agreement form is taken along with the relevant medication on the visit. The medication shall be kept with the First Aid box and shall be administered by the First Aider at the necessary time and recorded.

4.3 Contacting the emergency services

Please refer to appendix 1 for advice on what details to give when contacting the emergency services.

Examples of emergencies which will require calling the emergency services:

- Serious injuries
- Significant head injuries
- Severe allergic reactions (Anaphylaxis – See Appendix 2)
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting or period of unconsciousness
- Hypoglycemia in diabetics
- Bleeding
- Fractures or sprains
- Concussion

4.4 Hygiene/Infection control

Basic hygiene procedures are followed by staff administering first aid treatment:

- Hands must be washed before and after giving first aid
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids
- Any soiled dressings etc. must be disposed of in the yellow clinical waste bin
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush - This should also go in a yellow bag and be disposed of yellow waste bin. If possible, area should be bleached (dilute 1:10)
- Body fluid spillages on hard surfaces should be cleaned up then bleached
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination

4.5 Administration of Medicines for First Aid

Please refer to our supporting policy for details on our procedures regarding administering medicines.

5. First aid equipment

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

Note: No medication is kept in first aid kits.

Ice packs are kept in the freezer which is located in the kitchen/Staff room.

The cleaners' storeroom is where PPE, the designated dustpan, brush and bleach is located.

First aid kits are stored in:

- The medical room
- The school office

- The Kitchen/Staff room

A portable kit for sports and other outing use is also kept in the school office.

The first aider is responsible for the maintenance of the contents of the first aid boxes and other supplies. They undertake a check of the contents every two weeks and restock as necessary.

6. Record-keeping and reporting

6.1 Incident slip book

First aiders shall notify parents/carers of any first aid administered through the pupil incident slip. A carbon copy of the slip sent home shall be kept in the book which is stored locked away securely per GDPR in the School Office.

6.1 First aid and accident record book

The school's first aid and accident book can be found in the School Office.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Completed forms will be kept in a folder locked away securely in the School Office as per GDPR.

Information about injuries will also be kept in the pupil's educational record.

Staff must also ensure an accident form is completed for themselves if they sustain an injury at work.

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 Health and Safety Executive (HSE)

The Health and Safety Officer 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 Officer will report these to the Health and Safety Executive (HSE) 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. These 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-induced illness, or 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 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- 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

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

7. Training

The Governing Body and the Headteacher are responsible for ensuring that there are an adequate number of qualified First Aiders/Appointed Persons.

They ensure relevant staff are trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen and maintains an up-to-date list of those employees who have undergone emergency first aid 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 encouraged to renew their first aid training when it is no longer valid.

All staff are informed of First Aid arrangements including reporting and recording and are made aware of this policy as part of their induction.

All school staff are able to undertake first aid training if they would like to.

8. Monitoring arrangements

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.

It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

9. Links with other policies

This first aid policy is linked to:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number - 01782 390807 from landline / 07434 547050 from school mobile
2. Your name
3. Your location as follows: Excellence Girls Academy, Crowther Street, Stoke-on-Trent
4. State what the postcode is: ST4 2ER
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Appendix 2: Dealing with allergic reactions

Anaphylaxis is a severe systemic allergic reaction. At the extreme end of the allergic spectrum, the whole body is affected usually within minutes of exposure to the allergen. It can take seconds or several hours.

Anaphylaxis involves one or both of two features:

- a) Respiratory difficulty (swelling of the airway or asthma)
- b) Hypotension (fainting, collapse or unconsciousness).

The symptoms are:

- Swelling of the mouth or throat,
- Difficulty in swallowing or speaking,
- Alterations in the heart rate,
- Hives anywhere on the body,
- Abdominal cramps and nausea,
- Sudden feeling of weakness,
- Difficulty in breathing, collapse and unconsciousness.

At Excellence Girls Academy, we seek to provide a safe environment for staff and pupils who are at risk of severe allergic reactions and ensure that anyone suffering a severe allergic reaction will be treated appropriately and enabled to access emergency services promptly.