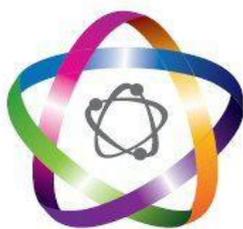


POLICY DOCUMENT No W14



DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy



FIRST AID POLICY

This policy is reviewed annually

History of Document

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	Tracy Willmott	Dec 2020	09/02/2021	Based on The Key model policy
Issue 2	Tracy Willmott	Jan 2023	08/02/2023	Update to the TheSchoolBus model with DfE updates

Contents:

1. Statement of intent.....	2
2. Legal framework	2
3. Roles and responsibilities	3
4. First aid provision.....	4
5. First aiders and appointed persons	5
6. Automated external defibrillators (AEDs).....	6
7. Accommodation	6
8. Emergency procedures.....	7
9. Reporting accidents and record keeping	8
10. Offsite visits and events.....	8
11. Storage of medication.....	9
12. Administering paracetamol	9
13. Illnesses and allergies	10
14. Consent.....	10
15. Monitoring and review	10

1. Statement of intent

Debenham High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

2. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- [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
- DfE (2015) [‘Supporting pupils at school with medical conditions’](#)

- DfE (2019) '[Automated external defibrillators \(AEDs\)](#)'
- DfE (2022) '[First aid in schools, early years and further education](#)'

The policy is implemented in conjunction with the following school policies:

- Health and Safety
- Supporting Students at School with Medical Conditions
- Data Protection
- Positive Management of Behaviour
- Whole School Policy for Child Protection and Safeguarding Children
- Lone Working
- Educational Visits Policy and Guidelines for Staff

3. Roles and responsibilities

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.

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

- Ensuring appropriate risk assessments are completed and assessments of the first aid needs of the school specifically, and appropriate measures are put in place
- Ensuring that an appropriate number of appointed persons and first aid personnel are present in the school at all times, determined by a first aid needs assessment
- 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 that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings
- 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

School staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Ensuring they know who the first aiders in school are
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Ensuring that an accident report is completed 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

First aiders are trained and qualified to carry out the role and are responsible for:

- Completing and renewing training as required
- Ensuring that they are comfortable and confident in administering first aid
- 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
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures

Names of our school's appointed person and first aiders are displayed prominently around the school.

The school's appointed person is Mrs M Rose. She is responsible for:

- Overseeing the school's first-aid arrangements
- 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
- Calling the emergency services where necessary
- Maintaining injury and illness records as required
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency
 - How to assess and monitor a casualty
 - First aid for the unconscious casualty
 - First aid for someone who is having a seizure
 - Maintaining injury and illness records as required
 - Paediatric first aid
- Keeping up to date with government guidance relating to first aid in schools

4. First aid provision

The school will routinely re-evaluate its first aid arrangements through a first aid needs (risk) assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded before the expiry date.

First aid boxes are in the following areas:

- The school office
- The medical room
- DT & Food Tech classrooms
- Science prep room
- Premises office
- Educational visits bags

5. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the appointed person.

Where departments hold first aid kits, the departmental first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

6. Automated external defibrillators (AEDs)

The school has procured an AED, which is located in the reception area.

AEDs are designed to be used by someone without any specific training and by following step-by-step instructions on the AED at the time of use. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.

7. Accommodation

The school's medical room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near to the accessible toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

8. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil's parent/carer will be advised of this.
- In the event that the pupil needs to be taken to a hospital or doctor by a member of staff, the pupil should be accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.

- The parents of the victim(s).

9. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will always be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. A list of emergency contacts is kept on SIMS.

For injuries to staff where the individual is unable to make a call themselves, if the next of kin is recorded in SIMS, a senior leader will notify the next of kin. Where the next of kin is not known, or where a visitor is injured, responsibility for contact will pass to the emergency services.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name of the first aider or person dealing with the incident.

Incidents are logged onto the Smartlog Accident reporting system.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Data Retention Guidelines, contained within the Data Protection Policy.

10. Offsite visits and events

Before undertaking any offsite visits or events, the visit leader, together with the Educational Visits Co-ordinator, will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. Staff on trips will ensure they have a school mobile phone, parent contact details and information about the medical needs of pupils attending.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.

- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits Policy.

11.Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Supporting Students at School with Medical Conditions Policy.

12.Administering paracetamol

The front office staff are permitted to administer paracetamol in the event of a minor medical ailment, IF a parent/carer has previously given written permission to do so. This information is held on SIMS.

The office issues one paracetamol at 4 hour intervals to pupils who request it and who have parental permission.

Students are asked when they last took a tablet, including at home.

They are also asked why they need the tablet. A decision is based on their answer.

A note is then made in the student's log book so that parents are aware that a paracetamol has been administered.

13. Illnesses and allergies

When a pupil becomes ill during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Supporting Pupils with Medical Conditions Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

14. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

15. Monitoring and review

This policy will be reviewed annually by the Governing body, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.