



# **First Aid Policy**

**Last Updated: September 2024**

**To Be Reviewed: September 2025**

## **Introduction**

- This policy outlines the schools' responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility.
- This policy applies to all students and staff in the school. The Headteacher will ensure that all staff and students are aware of this policy and that it is regularly reviewed with the Advanced First Aiders and Governors.
- This policy is developed to ensure the safest possible environment for school staff, students and visitors to the School.

## **Aims and Objectives**

- Provide awareness of the health and safety issues within the school.
- Ensure all staff and students are aware of the system in place which will prevent where possible potential accidents or dangers.
- Ensure there is effective First Aid cover for students, staff and visitors.

## **Regulations**

- To ensure that first aid provision is available at all times while people are on the school premises and also off the premises whilst on school trips or visits
- To appoint the appropriate number of suitably trained people as Appointed First Aiders to meet the needs of the school and to maintain a record of that training and review it annually
- To ensure that staff are aware of the risks involved in teaching their subject and take them into account when carrying out risk assessments and reviewing their training needs (particularly in PE, Science and DT)
- To provide relevant training, refreshed every three years, and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities, including an appropriate number of first aid kits and a first aid room
- To provide awareness of H & S issues within the school and on school trips, to prevent where possible potential dangers or accidents
- To inform staff and parents of the School's First Aid arrangements
- To report, record and where appropriate investigate all accidents
- To keep accident records and to report to the HSE as required under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013

## **First Aid Provision**

First Aid Kits are available in every classroom.

It is the responsibility of the School Office along with the Advanced First Aider to check the contents of the First Aid Kits and re-stock as necessary.

It is emphasised that First Aiders are not trained nurses. There is a dedicated First Aid room that is used for treatment, sickness and the administration of first aid.

All staff will ensure that they are familiar with the School's First Aid Policy.

## **First Aid Training**

The CPD Co-ordinator/Headteacher are responsible for ensuring that there is an adequate number of qualified First Aiders or Appointed Persons.

Names of the Advanced First Aiders are displayed around the building.

## **Students with specific health conditions**

An up-to-date list of students with specific health conditions will always be kept in the School Office in the form of a Medical Register and a Care Plan & on Staff Share (Refer to Administration of Medication Policy).

## **Sharing of Information**

At the start of the academic year, the School Office will provide to the relevant members of staff a medical list of students who are known to her to have medical problems (to include Asthmatics, Diabetics, Epileptics and others with serious illnesses) & a copy is placed on Staff Share. This will be reviewed at each change of circumstances.

In addition, students identified also have a Medical Plan, which is shared with staff and is available from the School office.

Any member of staff organising school trips and visits should refer to the Medical Register, Medical plan and may also request from parents/carers an update of medical conditions for those pupils taking part. Any concerns should be reported to the First Aiders and School Office.

## **Provision School Trips/Out of School Hours:**

School Trips/Extra Curricular Clubs:

- The Travelling First Aid Kit must be taken on all school trips.
- It is the responsibility of the trip organiser to obtain the kit from the School Office.
- Our best efforts are made to ensure a First Aider is also present on school trips, should a situation arise where they are required.
- As part of the procedure of arranging a school trip, permission letters are sent home.

- Staff need to check the Medical register and Medical Plans and communicate with student & parents regarding any medication needed.
- For extracurricular and out of hours provision, Emergency/First Aid protocol is followed as it would be in school hours.

## **Head Injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

If the injury is minor, all head injuries should be monitored closely and a First Aid slip should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements) and parents/carers should be informed at once by telephone first, and then in writing using the Accident Book slips.

## **Reporting for Serious Injuries/Accident (RIDDOR):**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR) is a Statutory Instrument of the Parliament of the United Kingdom.

It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences" that take place at work or in connection with work.

Under RIDDOR some accidents must be reported to the HSE (Health and Safety Executive) as follows:

- HSE must be notified IMMEDIATELY for fatal or major injuries by telephone (0845 300 9923) or via the website [www.riddor.gov.uk](http://www.riddor.gov.uk) giving accident details.
- HSE will send a form/report (HSE F2508) to be completed by the school, and accident details previously given over the telephone verified. This must be returned immediately.
- Other types of injuries/accidents that must be reported are listed in the RIDDOR Guidelines. These include injuries resulting from assault.

## **Emergency Arrangements**

Where the injury is an emergency, an ambulance will be called, following that the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, parents/carers will be contacted and they will take over the responsibility of their child.

In the event that the parents/carers cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

An appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of a serious head injury

- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected. (swelling/severe bruising to the limbs)
- When there is profuse bleeding
- When difficulty breathing/choking is observed
- Signs of an onset of an epileptic fit, such as a dazed state or trembling.
- Severe shock

**The appointed persons are the School Office & the PE Teacher.**

### **Hygiene and infection Control**

- Hands must always be washed before and after giving first aid.
- Single-use disposable gloves must be worn if treatment involves blood or other body fluids.
- Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.
- Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
- Exposed cuts or abrasions should always be covered.

### **Informing Parents**

In the event of wide spread viral/bacterial infections across the school the following actions will be taken: The school will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on school attendance.

The guidance materials will also be used to communicate the information to students, as well as displaying posters around the school site.

### **Incident Reporting**

All incidents, injuries, head injuries, ailments and treatments are recorded within the First Aid book in the school office.

All parents will be contacted if the child has a head injury and advised they should visit a GP or a hospital. Obviously if the school has any serious concerns then an ambulance will be called.

One of the First Aiders will contact the parents/carers if they have any concerns about the injury, or needs to send a child home through illness.

Any significant injury needs to be logged in the First Aid book. This needs to be completed by the person administering first aid and by the person who has had the accident. There is a 7-year retention period for these documents.

All slips sent to the parents will include the following:

- Date
- Description of accident
- Time and place
- Details of incident
- What remedial actions the First Aiders took
- Suggestions for Parents to consider

### **Staff with specific Medical Conditions**

All staff are required to complete a medical questionnaire upon starting work at the School. Completed questionnaires are kept in confidential personnel files. The Headteacher is responsible for compiling a list of staff with health conditions that may require support from the school (e.g. asthma, diabetes and allergies).

This list is kept with the Headteacher and the School personnel file.

### **Evaluation**

Any deficiency noted during staff meetings and annual reviews will prompt the school to take the action required to remedy the deficiencies so that all students and staff are kept safe at all times.

The views of staff, parents and students will be taken into account to improve this policy further at each annual review.

The Governing Body will evaluate the effectiveness of first aid arrangements by checking all the school procedures and feeding findings back to the school on an annual basis.

**This policy should read in conjunction with the following policies:**

- Health & Safety Policy
- Equalities Policy
- Administration of Medication Policy
- School Trips Policy