



# **FIRST AID POLICY**

**October 2023**

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LEAD: Jennifer Lacey

GOVERNOR RESPONSIBLE: Governing Body

## Medical Interventions Policy- Contents

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## **1. INTRODUCTION**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety Regulations 1981, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The requirements deal only with employees and do not specifically cover non-employees such as pupils and visitors to school premises. Nevertheless, under the provisions of Health and Safety at Work Act 1974, employers have a duty to ensure, so far as reasonably practicable, the health and safety of non-employees. Likewise, Health and Safety Executive (HSE) guidance strongly recommends that non-employees are included in a risk assessment of first aid needs and that provision is made for them.

This policy has been written based on the document, 'Guidance on First Aid for Schools', set out by the Department for Education and Employment.

## **2. PURPOSE**

The purpose of this policy is to ensure safe practice with First Aid at Chadsgrove.

## **3. AIMS**

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 concerning health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Ensuring staff are aware of who the appointed person(s) are along with first aiders

## **4. ROLES & RESPONSIBILITIES**

### Governors

Governors are responsible for ensuring that this policy is regularly updated and adhered to by all staff

### Headteacher - Deb Rattley

The Headteacher has overall responsibility for all aspects of first aid connected with the school and including off site visits.

### Appointed Person(s) - Jennifer Lacey & Jacqueline Pitt (if absent a member of SLT)

Appointed person(s) are not necessarily first aiders however they can be trained in first aid. They should not give first aid unless they have received training. Appointed person(s) are responsible for:

- Taking charge when someone is injured or ill.
- Looking after the first aid equipment e.g. restocking the first aid kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring that school has an adequate number of appropriately trained first aiders.
- Co-ordinating and arranging for training to be renewed as necessary.
- Fulfilling the school's commitment to report to RIDDOR.
- Maintaining an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

### First Aiders

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

- Giving immediate help to someone who becomes injured or ill.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Filling in an accident report on the same day or as soon as reasonably practicable after an incident.

### Staff

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 to.

## **5. First Aid Procedures**

### In-school Procedures

In the event of an accident resulting in injury:

- The closest member of staff present at the time of the accident will seek assistance.
- A list of first aiders is displayed in each class room as well as around the school in shared areas.

- If staff can't find a list nearby they should phone reception and request first aid support and the office will alert a first aider giving a brief description and location.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or emergency services. They will remain at the scene until help arrives.
- The first aider will also decide if the injured person should be moved or placed in the recovery position.
- If a first aider judges that a pupil is too unwell to be in school, parent carers should be contacted and informed.
- If emergency services are called, the relevant staff member should contact parent carers immediately.
- The first aider and relevant staff members should complete an accident report on the same day or as soon as reasonably practical after the incident.

### Off-site Procedures

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

- A designated trip leader
- A copy of the trip risk assessment
- Up-to-date medical records for pupils
- All medication and medical equipment for pupils on the trip
- Staff trained to meet all medical needs
- Parent carers contact details

It is not a requirement that first aiders accompany trips. First aid can usually be sought at the venue of the trip. Trip leaders should identify if a first aider is required for higher risk trips.

## **6. First Aid Equipment**

The appointed person is responsible for stocking and checking first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. First aid kits are checked every term to ensure adequate stock and to check expiry dates. This is recorded on the first aid database on staff share. The first aid boxes contain:

Contents	Small	Large	Travel
F/A guidance sheet	1	1	1
Large sterile bandage	1	2	1
Medium sterile Bandage	4	8	1
Triangular Bandage	2	4	2
Safety Pins	6	24	12
Eye dressing	2	4	1
Adhesive dressing	40	100	20
Sterile wet wipes	20	40	4
Microporous tape	1	1	1
Gloves	6	12	1
Face shield	1	3	1
Foil blanket	1	3	1
Burn dressing	1	2	0
Clothing Shears	1	1	1
Conforming Bandage	1	2	1
Finger dressing	2	4	1
Sterile Eyewash	0	0	1

## 7. First Aid Box Locations

- Lower Medical Room
- Swimming Pool
- Kitchen
- 2LS Medical Room
- Lower School Corridor (outside Rebound Room)
- Hall \*(on defibrillator unit)
- Food Tech Room
- Upper School Medical Room
- PMLD Area (outside 14US)
- Mobile
- Chadsgrove Educational Trust
- Chadsgrove Educational Trust- small travel kit
- Travel Kit (stored in lower school medical room)
- Forest School Bag
- Evacuation kit (kept in main office)
- Taverners Bus
- Variety Bus

\*There is a defibrillator located in the hall outside the cleaning cupboard. First Aiders receive training during their courses on how to use a defibrillator however, these can be used by anybody (not first aid trained) as the machine will talk you through what you need to do. Emergency Call Handlers will also support and direct how to use a defibrillator in an emergency. Defibrillator battery was replaced in July 2022 and should last approximately 5 years. Pads are expiring on 11/2025. Expiry date logged on Chadsgrove school calendar.

## 8. Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

First aiders at Chadsgrove will hold a First Aid at Work (FAW) or an Emergency First Aid at Work (EFAW) certificate. Both these qualifications permit an employee to be designated as a first aider. First Aid at Work certificates are only valid for three years. Refresher training will usually be arranged before the certificate expires. If certificate expires, the individual will have to undertake another full course of training to become a first aider.

Standard first aid at work training courses do not include resuscitation procedures for children. For that reason, we have a number of staff who are trained in paediatric first aid. This training also lasts for three years.

Given the complex health needs at Chadsgrove we also have identified staff members trained to meet the needs of the pupils. This training is specific to individual pupils and staff receive competency training from the Special School Nursing team. This includes, but is not limited to asthma, anaphylaxis, and epilepsy. Pupils who have a health need such as these will have a care plan in place detailing what trained staff should do in an emergency.

A number of pupils have Care Plans in place which state what should happen if they were to require resuscitation. These wishes are set out in an Advanced Care Plan (ACP) which has been written with a team of professionals and parents in the best interests of their child. An ACP is a legal document and staff should notify ambulance services that this ACP is in place if they call 999. Should a situation arise while a pupil is at school and they have an ACP in place which states not to resuscitate, then 999 should be called immediately. This situation must be medic led and advice sought from trained medical professionals. Parent carers should also be informed immediately as they have the right to revoke what was originally written in the ACP. Class teams are made aware of ACP's at the start of each academic year and first aiders are informed. These Care Plans are in pupils black medical folder and accessible to all staff.

## **9. Record Keeping & Reporting**

- The first aider and relevant staff members should complete an accident form on the same day or as soon as is reasonably practicable after the incident. These forms are in the main school office. Once completed these should go in the Headteacher's tray.
- The accident form will be filed in the main office.

- If a pupil has a head bump, an additional letter must be completed and sent to parent carers informing them. A phone call to parent carers should also be made and this documented in the Head Bump Folder.
- Staff will inform parent carers of any accident or injury sustained by a pupil and any first aid treatment given on the same day or as soon as is reasonably practicable.
- The appointed person(s) will keep a record of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation. Some examples of these would include but not limited to death, fractures, amputations, serious burns and injuries that result in an employee being away from work duties for 7 consecutive days.
- The nominated person(s) will report these to the HSE as soon as reasonably practicable and in any event within 10 days of the incident.

## **10. Linked Policies**

This first aid policy is linked to the

- Health and Safety policy (No 44)
- Medical Interventions policy (No 91)
- Educational Trips and Residential Visits Policy (No 53)
- Emergency Management Policy (No 90)
- Educational Trips & Residential Visits Policy