

## **First Aid Policy**

### **Aim of the Trust**

One community. Many ideas. Everyone's future.

We aim to provide an exceptional education for every child in the Trust through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

### **Principles**

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid within the Trust. The requirements for the statutory provision of First Aid have been taken into account.

Failure to implement the procedures contained in this document could result in disciplinary action being taken by the Trust.

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment, to deal with First Aid emergencies and ill health occurring at work.

Facilities must be provided to ensure that First Aid is rendered to employees, visitors, students, volunteers, agency staff etc., if they become ill or are injured at work or under the jurisdiction of the Trust, on or off site.

First aid is provided to:

- preserve life,
- limit the effects of the condition and
- promote recovery.

First aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of first aid.

### **Purposes**

- To ensure that First Aid issues and problems are dealt with in an effective and efficient manner.
- To provide a framework to ensure that students and staff have effective First Aid cover across the Trust.
- To provide a framework to ensure that 'Appointed First Aid Persons' have clear guidance.

## **Definitions**

A **First Aider** is a person who has attended, successfully completed and has a valid certificate for the three day 'First Aid at Work' training or the two day 'Paediatric First Aid' training course.

**Emergency First Aider** means a person who has attended, successfully completed and has a valid certificate for the 'Emergency First Aid at Work' training, which is normally a one day course.

All first aid qualified staff are required to renew their qualification every three years, in order to maintain their knowledge and skills.

**Employer** means the Trustees of The Langley Academy Trust.

**First Aid** means the following:

- cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

**The Trust** – The Langley Academy Trust

## **First Aid Boxes**

The Academy will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

There will be a first aid box situated within easy access of each trained member of staff and an academy's medical room or dedicated first aid area which are located in accordance with the academy's risk assessment.

## **Qualified First Aid Personnel**

A list of qualified First Aid personnel will be posted in each staff room.

The number of trained staff on site will be quantified in each Academy by the First Aid Risk Assessment.

A qualified first-aider will accompany students on off-site educational visits and PE fixtures when necessary. At least one first-aid kit will be taken, along with students' medication, such as inhalers.

## **Protocols**

Issues of Health and Safety for students and staff will be covered during a staff training day once every calendar year.

All accidents and incidents will be reported.

If in any doubt an ambulance will be called.

### **Responsibilities of the Employer**

The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training (see Appendix D)
- provide adequate First Aid equipment and facilities (see Appendix B)
- inform employees of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed in all classrooms and offices within all buildings.
- ensure the First Aiders maintain their qualifications by attending their renewal training when it is due and annual refresher training when it is possible.

The responsibilities listed above have been delegated to the Executive Principal for him to discharge them in the appropriate manner.

The Health and Safety Coordinator will keep an up to date record of personnel trained in first aid which notes when staff require refresher/re-qualification training.

### **Identification of Suitable Employees**

Each Academy within the Trust must ensure that the candidates for first aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider.

The Academy must ensure that candidates are fully briefed on the role and requirements of being a first aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

### **Role and Responsibilities of Qualified First Aiders**

The role includes:

- the administration of first aid, up to but not exceeding the level of their training;
- ensuring that any incident and treatment given is recorded in SIMS for students or the accident book for the Primary Academies, for a minimum of three years;
- reporting immediately to the Headteacher, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital. Please refer to the document; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 for full details of the procedures for incident reporting and investigating;

- ensuring that all spillages of body fluids are cleared up promptly and appropriately;
- maintaining stocks in first aid kits/medical room (see Appendix B);
- ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the Health and Safety Coordinator as soon as possible after dealing with the immediate effects;
- reporting any illness or injuries which would preclude their abilities to administer first aid, to the Health and Safety Coordinator to arrange alternative arrangements.

Qualified first aiders **MUST BE CONSULTED** in the event that a student (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut or bang to head
- Serious slip or fall
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the first aiders **MUST BE CONSULTED** to treat students who are known to have a specific illness i.e. diabetics, students known to have allergic reactions, students with EpiPens in the Academy-irrespective of the type.

Consultation from the designated member of First Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Students who feel - or who are actually – sick
- Minor bumps to the head – i.e. students colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Incidents such as these are not considered to be First Aid. However, if staff are in doubt they are to consult a qualified first aider.

#### **What to do in the event of an incident requiring first aid:**

If there is any possibility of injury after an incident, students should be checked by a first aider who should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Any student complaining of feeling unwell can be sent to a first aider, however, staff must use their judgement to decide whether this is necessary or not. Only SLT/RSL's/SSM's should make the decision to send students home. First aiders will record the time and date of referral, the reason, the referring staff member, the time of return or other action.

If it is decided that a student needs to go to hospital to be checked, parents will be notified. Depending on circumstances (eg the degree of urgency, and the whereabouts of the parents) either the first aider

or another member of staff will accompany the student while parents/carers make their own way there. Any student in KS5 may travel on their own in the ambulance should the Academy believe this is acceptable. Such cases of accident or injury must be recorded.

In the case of a medical emergency, a first aider should be immediately contacted. In the case of serious injury, the person should be left where they are, but should be protected from the weather and kept warm. If the decision is made to call an ambulance, the first aider with the injured person will make the call from a mobile to enable them to give as much information as possible. They should then inform the Academy reception immediately that an ambulance has been called, and the name of the injured person. In the case of this being a student, the office/SSM will call the parents/carers and inform the Headteacher/Health and Safety Coordinator. The student's full details will be printed out and given to the paramedics.

#### **Incidents during the day should be treated as follows:**

- During lesson times: students may be taken to the first aid area/SSM desk for an assessment of the severity of any illness or injury, and appropriate action will be taken.
- Break: students may be treated in any relevant area
- Lunchtimes: A member of the lunch staff/duty staff is responsible for contacting a first aider

Any Primary student who is sent home or sent to a doctor or hospital, owing to injury in the Academy, must be sanctioned by the Headteacher or, in their absence, by a member of the SLT.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with parents/carers or out-of-school club at the end of the Academy day.

Should the student be feeling unwell or have been sick in the Academy, the class teacher must be notified so that an informed decision may be made.

Should the decision be that Parents be notified and the student needs to go home, the office should be contacted to confirm authorisation with the Headteacher or Assistant Headteacher and parents will be contacted.

#### **Bumped heads (Primary Academy Only)**

Young children often bump their heads without further consequences, the student will be given a sticker so staff can be vigilant during their time at the Academy. At the end of the day, parents/carers should be informed about bumped heads so that they can look out for signs that the injury could be of a more serious nature. Parents/carers should receive a bumped head letter (Appendix C) at the end of the day. If it is felt that the bump to the head is more serious, judgement should be applied to decide whether to contact the parent/carer and ask them to collect the student.

#### **EpiPens**

Should there be any students requiring 'EpiPens', staff will undergo training from the Public Health Nursing Team to enable them to administer the medication and understand anaphylactic shock. The Primary Academy EpiPens will be stored securely in a locked first-aid cabinet, one in the first aid room and the other in the classroom. The Secondary Academy EpiPens will be stored securely in a locked filing cabinet at the SSM desk.

#### **Diabetes (Primary Academy Only)**

Should there be any students with Diabetes, staff will undergo training from the School nurse to enable them to understand the student's needs, a care plan will be created. Any medical bags must be based in the classroom's locked medical cabinet but easily accessible by staff.

### **Class medical list (Primary Academy Only)**

Every class will have a Class Medical List (listing a photo of the student and a summary of their need) to identify students with medical conditions, such as asthma, allergies, etc and specific dietary requirements.

It should be made clear whether these students have medication in the Academy for their medical needs. The student will be encouraged that they need to report to their class teacher, Headteacher, dinner lady or First Aider should they be feeling ill.

All staff, particularly canteen staff also need to be informed if a student has a food allergy or requires medication.

### **Students with specific dietary requirements (Primary Academy Only)**

Students must be fully risk-assessed when food-tasting activities take part at the Academy.

### **Staff member, visitor or contractor requiring first aid**

The injured party should be brought to the reception area to be treated when possible. The receptionist will then call a first aider to assist. When this is not possible a first aider will be called to the relevant location. If an ambulance is required, the first aider will call for one on a mobile phone, liaising with other staff as necessary. Any treatment given will be recorded in the Accident Book. If further investigation is required this will be done by the H&S Co-ordinator using the Confidential Accident, Incident and Near Miss Report Form.

### **Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves should be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment and the medical waste facility should be used.

Sanitaire Emergency Clean-Up with Deodoriser is available in the academy for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided. First aiders should call a member of the facilities/site team if they require any support cleaning up spillages.

### **Reporting Accidents**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE. This report must be made on-line on the HSE website within the designated timeframe stated by them. The Academy must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents that prevent the injured person from doing their normal work for more than three days.

### **Responsibilities of the Training Provider**

Any first aid training must be carried out in line with Health and Safety Executive (HSE) guidelines, and by an official Awarding Organisation.

The role of the training provider is to:

- provide advice and information relating to first aid, including any changes in regulations or employer requirements
- provide first aid training in line with the Health and Safety (First Aid) Regulations 1981
- provide refresher training and
- assess and certify staff as competent to approved HSE requirements.

Further information on first aid training courses can be found in Appendix A.

### **Additional Information**

The management of first aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have concerns over the provision of First Aid cover they should raise them with the Executive Principal/Headteacher.

### **Indemnity and Insurance**

Where an employee acting in the course of their employment administers first aid assistance to another employee or other person in the charge of the Trust, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a Trust officially designated first aider with a current valid certificate
- the relevant protective equipment (PPE) is used
- the trained personnel is adhering to protocols and acting within the limitations of their training and
- that the trained personnel is acting in good faith

First aiders are not insured to provide first aid outside of Academy requirements.

### **Use of an EpiPen/Administering Epilepsy Awareness Medication (Buccal Midazolam)/Diabetes Medication**

Members of staff who have been trained by the Public Health Nursing Team will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training and attended refresher training
- that the member of staff is acting in good faith.

### **References**

Health and Safety (First Aid) Regulations 1981  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

### **Monitoring, Evaluation and Review**

The Board of Trustees will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.



## **APPENDIX A**

### **First Aid Training**

#### **1 Statutory Training**

##### **1.1 First Aid at Work**

This is the principal first aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

This course takes place over three days. Where staff may need to administer first aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### **1.2 First Aid at Work Requalification**

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months.

This course takes place over two days. Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### **1.3 Emergency First Aid at Work**

This is an appropriate course for nominated emergency first aiders. The certificate is valid for three years.

This course takes place over one day. Where staff may need to administer first aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### **1.4 Paediatric First Aid (Primary Academy Only)**

The paediatric first aid training course (formerly First aid for child carers) is designed for people caring for children in any setting. It is suitable for nursery, pre-school workers and anyone responsible for the welfare of children for the Early Years Foundation Stage.

This course takes place over two days. Those who wish to renew their certificate will sit the two day course again at the end of the three year period.

#### **2 Non Statutory Training**

##### **2.1 Refresher Training (update in First Aid skills)**

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons should they be available to attend. This course takes place over three hours.

## APPENDIX B

### First Aid Equipment and Facilities

#### 1 First Aid Facilities

1.1 An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed. This facility is normally to be the Medical Room or designated first aid area.

1.2 The facilities shall also have access to a telephone, first aid equipment and a foot operated disposal bin.

#### 2 First Aid Equipment

2.1 A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Trust vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have easy access to a First Aid kit for rapid access in an emergency situation.

2.2 All First Aid kits/boxes should be identified by a white cross on a green background with the contents complying to BS-8599-1 (30/6/11).

2.3 Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and students.

**2.4 There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.**

2.6 The contents of the first aid kits/boxes are checked on an annual basis. Arrangements are in place to obtain supplies.

2.7 First aiders are responsible for monitoring the contents of their first aid boxes and requesting additional supplies from the administration/facilities team. Additionally the Health and Safety Coordinator will contact the box holders annually and replenish any stock requirements. Where first aid boxes do not have a dedicated First Aider, these boxes will be checked regularly by the Health and Safety Coordinator. First aid boxes should contain no less than the following contents:

Item	No.
Leaflet	1
Medium sterile dressing 12 x 12	4
Large sterile dressing 18 x 18	1
Triangular bandage	2
Safety pins	6
Eye pad sterile dressing	2
Plasters	40
Alcohol free wipes	20
Adhesive tape	1
Gloves	6
Finger sterile dressing	2
Face shield	1
Foil blanket	1
Burn dressing	1
Shears/scissors	1
Conforming bandage 7.5 x 4	1

2.8 A standard minibus bus first aid box will be checked termly and contain no less than the following contents:

	No.
Leaflet	1
Medium sterile dressing 12 x 12	4
Large sterile dressing 18 x 18	2
Triangular bandage	4
Safety pins	6
Eye pad sterile dressing	2
Plasters	20
Alcohol free wipes	10
Gloves	2
Face shield	1
Shears/scissors	1
Conforming bandage 7.5 x 4	1

## APPENDIX C

### Bumped Head Letter

Date

Dear Parent/Carer

#### Bumped Head Letter

<Child's Name> had a bump to his/her head today at <insert time>. Children often bump their heads with no further consequence, however, we feel we should inform you of this accident to enable you to keep a close eye on your child. It is possible for a more serious injury to occur without symptoms for several hours. To reassure you, the risk of serious injury from a minor bump to the head is minimal, we do not wish to alarm or worry you.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Intense headache
- Vomiting
- Noisy breathing that becomes slow
- Drowsiness
- Loss of consciousness
- Weakness of paralysis on side of the body
- High temperature
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face.

If your child displays any of the above symptoms or you become concerned, please seek immediate advice from a medical professional.

Yours Sincerely,

## **APPENDIX D**

### **Selecting a Person to be Trained as a First Aider**

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills. It may not always be appropriate for staff who have limited availability or who work part time to undertake this role.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

#### **Essential Physical Requirements**

- Bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places (e.g. confined spaces)
- Have the ability to administer ventilation (breaths) over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties.

#### **Educational Ability**

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessments
- Ability to complete forms and use relevant IT systems to record incidents (SIMS).

#### **Other Requirements**

- Be prepared to complete a short questionnaire in line with health requirements
- Be prepared to be immunised in line with recommendations
- Their normal duties should normally allow them to go immediately to deal with an emergency.

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**Author: Janine Tuck**

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