



First Aid Policy

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Aquinas Church of England Education Trust





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First Aid

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Statement of Intent

AQUINAS Church of England Education Trust ('the Trust) is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils, and visitors. The arrangements arising from this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding 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.

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- 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 Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

2. [UPDATED] Roles and responsibilities

The **Trust Board** is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken



training have sufficient understanding, confidence, and expertise in carrying out first aid duties.

- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The **headteacher** is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that there is enough appointed first aiders within the school based upon these assessments.
- 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.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

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.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident, or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

[UPDATED] Schools will have at least one 'appointed person' to oversee first aid provision. The appointed person is not the same as a first aider, and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below. More information on the role of the appointed person can be found [here](#).

[UPDATED] The **appointed person** is responsible for:



- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g., restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- **[NEW]** Calling the emergency services where necessary.
- **[NEW]** Maintaining injury and illness records as required.
- **[UPDATED]** 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.
 - **[NEW]** How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - **[NEW]** First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - **[NEW]** Paediatric first aid.

3. **[UPDATED]** First aid provision

[UPDATED] The school will routinely re-evaluate its first aid arrangements through a 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 after the expiry date has passed.

Typically, first aid boxes will be in the following areas:



- School office.
- **Primary only:** In every classroom.
- Swimming pool, where applicable.
- Gymnasium/Hall.
- Lunch hall.
- Minibuses.

4. **[UPDATED]** 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 an HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the **nominated HR Lead for their academy**.

Each classroom's 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 are always enough first-aid personnel available on site to provide adequate cover to all areas of the school.

EYFS only: In line with government guidance, and considering staff to child ratios, the school will ensure that there is always at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available when pupils are present, and accompanying pupils on all outings taken.

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.



The school will ensure that first aid training courses cover mental health to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Pupils will be supported in accordance with the school's **Social, Emotional and Mental Health (SEMH) Policy**.

5. Automated external defibrillators (AEDs)

All schools have an automated external defibrillator (AED). The location of the AED is clearly indicated in school (see Appendices).

All staff members and pupils will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed annually.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, **designated staff members** will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Primary only: Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

Basic checks will be undertaken on a termly basis by a member of the site team.

Maintenance checks will be undertaken on AEDs on an annual basis by the Trust Facilities Manager, who will also keep an up-to-date record of all checks and maintenance work.

6. Accommodation

The school's first aid 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 should include a wash basin and be within easy reach of a 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 always 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.

7. 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 is taken to a hospital or doctor in a staff car, 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).

8. 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 be informed in writing 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 will be kept at the school office.

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 and signature of the first aider or person dealing with the incident.

The **headteacher** will ensure that any injury or accident that must be reported to the trust which, in turn, will support on any appropriate reporting to the HSE or LA under RIDDOR obligations in a timely and detailed manner.

All records will be filed and stored in line with the **Records Management Policy**.

9. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event 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.

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 any 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 Trips and Visits Policy**.

10. 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.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an EpiPen.

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 **Administering Medication Policy**.

11. Illness and allergies

When a pupil becomes ill during the school day, their parent 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 trust's **Allergen and Anaphylaxis Policy**.

The school will manage any emergencies relating to illnesses and allergies in accordance with the 'Emergency procedures' section of this policy.

12. 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 – these forms will be updated at the start of each school year.

Parents are responsible for informing the school of any changes to such allergies or conditions, so all consents remain up to date.

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.

13. Monitoring and review

[UPDATED] This policy is reviewed on an **annual** basis by the **Education Scrutiny Committee** and **Chief Executive**. Monitoring is conducted through the Trust's programme of quality assurance and that undertaken by the individual Academy. Changes to this policy are communicated to relevant stakeholders.

The next scheduled review date for this policy is **October 2024**.



Appendix

Monitoring automated external defibrillators (AEDs)

School	Number of Defibrillators	Where are they situated	How are they stored (e.g., cabinet – locked or unlocked/on wall etc).
Bishop Justus	2	PE Office School Reception	On the wall On the wall behind reception desk
Rye College	2	Reception Undecided, but likely PE area	Cabinet - unlocked on wall Cabinet - unlocked on wall
Cudham	1	In the school office	Immediately accessible on the wall
Keston	2	School office Just received one from DfE	On the wall Location to be decided
Parish	1	In the Head's office (DfE), reviewing the best location	Will be immediately accessible
Rye Primary	1	Medical room next to the school office	Cabinet - unlocked on wall
St. George's	2	Studio hall Corridor outside main office	Both wall mounted
St. John's	1	In school office	Unlocked on top of cabinet
St. Mark's	2	1 in Reception Area 1 newly arrived (DfE) and yet to be placed	Unlocked cabinet
St. Nicholas	2	Lobby by the office School hall (from DfE)	On the wall in a cabinet In a bag, secured to a bar
Trinity	1	School office	On the wall