



Rye College Policy

Policy Title:	First-Aid
LT Responsibility:	Headteacher
Review Body:	Executive Headteacher
Date:	March 2022
Review:	March 2023

Statement of Intent

Rye College is committed to providing emergency first-aid provision in order to deal with accidents and incidents affecting colleagues, students 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 colleagues, students and visitors.

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

This policy aims to:

- Ensure that the school has adequate, safe and effective first-aid provision for every student, colleague and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor;
- Ensure that colleagues and students 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;
- Ensure all legal requirements for first-aid are fulfilled;
- The school has sufficient colleagues trained and available to support the legal requirements for first-aid coverage;
- First-aid facilities including first-aid boxes and first-aid areas are fit for purpose.

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, colleagues 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.

Context

The Health and Safety (First-aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes students. Responsibility for health and safety in academies, including the administration of first-aid, lies with the employer. Aquinas Church of England Education Trust is the employer at Rye College.



Teachers are not required to give first-aid under their conditions of employment, but any employee can volunteer to be an emergency first-aider and the Headteacher is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any emergency first-aider must receive HSE approved training.

Daily minor first-aid situations may be dealt with by emergency aiders. However, any colleague or any person volunteering to administer first-aid will be covered and indemnified under public liability insurance policy.

This first-aid policy does not include reference to supporting students at college with medical conditions or dealing with administration of medication. Please refer to the college's separate policies for such arrangements.

This policy should be read in conjunction with the college's Administration of Medicines Policy.

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 Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting Students at school with medical conditions'
- DfE (2000) 'Guidance on first-aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'

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

- Health and Safety Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Students with Medical Conditions Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Behaviour Management Policy
- Safeguarding and Child Protection Policy
- Lone Working Policy
- Offsite Trips and Visits

Roles and Responsibilities

The Executive Headteacher/Headteacher 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 there is a sufficient number of 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 insurance arrangements provide full cover for any potential claims arising from actions of colleagues acting within the school of their employment;
- Ensuring that appropriate and sufficient first-aid training is provided for colleagues, and ensure that processes are in place to validate that colleagues who have undertaken training have sufficient understanding, confidence and expertise in carry out first-aid duties;
- Ensuring that adequate equipment and facilities are provided for the school site;
- Ensuring that first-aid provision for colleagues does not fall below the required standard and that provision for Students 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 development and implementation of this policy and its related procedures;
- Ensuring that all colleagues and parents are made aware of the school's policy and arrangements regarding first-aid;
- Ensuring that all colleagues 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 Students and colleagues are aware of the identities of the school first-aiders and how to contact them if necessary.

Emergency First-aid Role

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

On a day-to-day basis, the first-aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE);
- Be aware of the location of all first-aid boxes (see Appendix 1 at the end of this policy);
- Give immediate emergency help to casualties with common injuries or illnesses and those arising from specific hazards at college;
- When necessary, ensure that an ambulance or other professional medical help is called;
- Take precautions to avoid infection and follow basic hygiene procedures;
- Ensure that an adult witness is present if tending an intimate part of the body;
- Report to the Headteacher any time that emergency first-aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'; or an ambulance is called;
- Record first-aid issues, accidents and illnesses in the approved manner on Sims (in the event of Sims failure in please use the Emergency First-aid book kept in reception until the information can be placed on SIMS);



- On a **monthly** basis, an appointed First-aid/ medical Officer, will check the following and arrange for stocks to be replenished where necessary:
 - The number of first-aid containers the college has and their contents;
 - That there are sufficient first-aid containers;
 - Travelling first-aid containers;
 - First-aid room;
 - AED Defibrillator location and state of readiness.

All emergency first-aiders have a responsibility to inform the First-aid/Medical Officer when stocks need to be replenished.

The school's nominated First-aid/Medical Officer is Ms Anita Mills.

Colleagues 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;
- Endeavouring at all times to secure the welfare of students at school;
- Making students aware of the procedures to follow in the event of illness, accident or injury.

Action plan

In discharging its duty of care the trust delegates to the Headteacher the operational responsibility for ensuring that first-aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the college and its layout and location;
 - Specific hazards or risks on the site;
 - Specific needs;
 - Accident statistics;
 - Selection of emergency first-aiders, and number required;
 - Contacting emergency first-aid personnel.
- Ensuring that first-aid provision is available at all times while people are on the college premises, and also off premises while on school visits;
- Reassessment of first-aid provision;
- Providing information as required;
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the college or by those who hire any of the college premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The college's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:



- Their health and safety responsibilities and duties;
- Any specific health and safety issues (e.g., hazards on the premises);
- First-aid arrangements in the college.

First-aid provision

The school will routinely re-evaluate its first-aid arrangements, 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 students and staff throughout the school.

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;
- Normal duties – a first-aider must be able to leave to go immediately to an emergency.

Contents of first-aid boxes

The school will have suitably stocked first-aid boxes in line with the assessment of needs. Where there is no special risk identified, following HSE recommendations, a minimum provision of first-aid items will be in the first-aid boxes as follows:

- A leaflet giving general advice in first-aid;
- 20 individually wrapped sterile adhesive dressings, of assorted sizes (plasters);
- Cold pack;
- 2 sterile eye pads;
- Eye Wash;
- 1 individually wrapped triangular bandages;
- Non-adherent pads;
- 6 medium size (12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings;
- 2 pairs of disposable gloves;
- 2 sterile rolled bandages

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

The appointed person will routinely examine (at the end of each term) the contents of first-aid boxes, including any mobile first-aid kits 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.

Equivalent or additional items are acceptable.

First-aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.



Location of first-aid kits:

- Medical room;
- Inclusive Hub;
- Staffroom kitchen;
- Corporate / management kitchen;
- Training room kitchen;
- PE x 2 – male and female;
- Art;
- Resistant materials;
- Food Technology;
- Science;
- English block staffroom kitchen.

A list of school first-aiders can be found at Appendix 1.

Automated External Defibrillators (AEDs)

The school has procured an AED which is located at Reception.

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, and usually during the **first Professional Development session** of the academic year.

The battery will be checked every 3 weeks as part of Health and Safety.

Procedure for sick / medical needs students

Students who feel unwell should be taken to the First-aid / Attendance office located in the main corridor near reception to explain the nature of their illness. The decision to send a sick student home will be made by the Triage Officer (Ms Playford), with the duty member of the leadership team (on the recommendation of the emergency first-aider if necessary). If a member of the leadership team is not available, the first-aider will make an informed decision. Unwell students must be signed out when leaving college for fire regulations.

Students with medical needs must be brought to the attention of the Assistant Inclusion Manager and relevant teachers and colleagues, and to the attention of all supervisory colleagues and extended school staff. Details will be shared in Friday Briefing.

Care Plans for students with Auto injectors are kept in the Inclusive Hub. Students carry their own Auto injectors – a spare is held in the Inclusive Hub. PE staff and staff supervising visits off-site should be particularly mindful of students with Auto injectors.

Outside of lesson times

Students should be dealt with in the first instance by The Triage Officer in the First-aid/Attendance Room.

However, if the injury requires additional emergency first-aid treatment and is unable to go to the Triage Officer, the colleague should call reception for assistance or send a student to get help.



During lesson times.

If colleagues are unable to deal with the injury, then the student should be sent to the First-aid/ Attendance Office, if necessary, accompanied by another adult or in exceptional cases another student.

All accidents/injuries must be reported by the person who initially dealt with the incident on SIMS (if SIMS is unavailable, in the emergency first-aid book which is located in the administration office, until it can be entered on SIMS). All head bumps or head injuries must be reported in the first-aid record.

Where it is appropriate for the College to communicate directly with the student's family, the Triage Officer will telephone home in the first instance.

If the emergency first-aider believes that the injured person requires medical treatment, they will:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents or family to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by family.
- Ensure that the Triage Officer has completed the serious incident paperwork.

All colleagues will be informed of first-aid arrangements and made aware of this policy.

Procedures for Accident/Emergency incidents

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 an emergency first-aider.

If called, an emergency first-aider will assess the situation and take charge of the casualty.

If the first-aider does not consider that they can adequately deal with the presenting condition by the administration of emergency first-aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

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

Where the seriously injured or unwell individual is a student, 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;
- Triage Officer starts the serious incident form, contacts the student's parents and prints off medical and health care plans for paramedics;
- Where an ambulance is required, a parent or other family member over 18 years accompanies the student in the ambulance;
- Where an ambulance is not required, but medical attention is needed, the student's parent is called to collect them and seek medical help;



- 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) or by removing injured persons from the scene;
- Inclusive Hub will provide support for any student who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved;
- Once the above action has been taken, details of the incident will be reported promptly to the Headteacher and parents.

COVID19 guidance

Systems for recording notifiable diseases are followed as per the guidance from DFE and Public Health England.

All colleagues are expected to take precautions to avoid infection and follow basic hygiene procedures.

Emergency First-aiders are expected to follow the safety guidance as set out by the school relating to COVID19 and wear PPE (Personal Protective Equipment) when administering first-aid.

Colleagues will have access to different levels of PPE through a tiered system.

Colleagues who provide additional medical or intimate care have access to first tier personal protective equipment in 'dedicated locations':

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons;
- Hand washing facilities.

Colleagues must take care when dealing with blood or other body fluids and disposing of dressings or equipment.

There are designated 'lidded' bins for the disposal of first-aid supplies in key locations around the school.

Offsite visits and events

Before undertaking any offsite visits or events, the trip leader 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.

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

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them (Auto injectors and inhalers ONLY).



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 students 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 students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Auto-injector, inhalers.

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.

Illnesses and allergies

When a student becomes ill during the school day, their ability to continue in school will be assessed and if it is found they are unable to stay, 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 students to rest while they wait for their parent to pick them up. Students will be monitored during this time.

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.

Colleagues do not act 'in loco parentis' in making medical decisions as this has no basis in law. Colleagues 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 student in mind – guidelines will be issued to staff in this regard.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident logs will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first-aid matters. Where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Reviewing

This policy will be reviewed annually by the Headteacher and any changes communicated to all colleagues.



Colleagues will be required to familiarise themselves with this policy as part of their induction programme. Colleagues 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.

Autumn 2019 BBL

May 2020 BBL

February 2022 BBL

DATA PROTECTION

Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix 1: First-aiders

Our college has the following trained **first-aiders**:

Name	Class	Qualification	Awarding Body	Date awarded:	Date Expired:
J. Carpenter		FAW	OFQUAL	10/06/2021	10/06/2024
G. Williams		FAW	OFQUAL	08/03/19	08/03/22
J. Richford		FAW	OFQUAL	08/03/19	08/03/22
A. Mills		FAW	OFQUAL	02/04/19	02/04/22
J. Willett		FAW	OFQUAL	02/04/19	02/04/22
V. Gall		FAW	OFQUAL	01/05/19	01/05/22
S. Rickard		FAW	OFQUAL	01/05/19	01/05/22
C. Jordan		FAW	OFQUAL	01/05/19	01/05/2022
P. Woods		FAW	OFQUAL	23/06/21	23/06/24
S. Hill		FAW	OFQUAL	23/06/21	23/06/24
A. Biddle		FAW	OFQUAL	23/06/21	23/06/24
N. Leszniwskyj		FAW	OFQUAL	23/06/21	23/06/24
M. Channer		FAW	OFQUAL	23/06/21	23/06/24
D. Neve		FAW	OFQUAL	23/06/21	23/06/24
B. Barlow		FAW	OFQUAL	11/01/22	11/02/24
M. Woolard		FAW	OFQUAL	06/10/21	06/10/24
M. Playford (Triage Officer) (Triage Officer)		FAW	OFQUAL	25/02/22	25/02/25 25/02/2024
				25/02/22	

Location of first-aid kits:

- Medical room;
 - Staffroom kitchen;
 - Training room kitchen;
 - Art;
 - Cookery;
 - English block staffroom kitchen.
- Inclusive Hub;
 - Corporate / management kitchen;
 - PE x 2 - male & female;
 - Resistant materials;
 - Science;



Appendix 2: First-aid Procedures During COVID-19

This appendix has been created to help outline the first-aid procedures the school will have in place during the coronavirus (COVID-19) pandemic. This appendix was created in accordance with the latest government guidance.

Statement of intent

The school aims to act in accordance with the First-aid Policy as much as possible; however, we understand that we must remain compliant with the relevant first-aid legislation while the school observes infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

Legal framework

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2021) 'First-aid during the coronavirus (COVID-19) pandemic';
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'.

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

- Infection Control Policy;
- First-aid Policy.

Enforcing new procedures

The school has carried out a risk assessment specific to the provision of first-aid during the coronavirus pandemic, considering factors such as the needs of clinically vulnerable individuals. The school has also undertaken a needs assessment to inform any changes to first-aid provision, including the number of first-aiders needed on site.

These risk assessments are periodically reviewed and kept up-to-date in line with changes to government guidance.

The school ensures that additional first-aid procedures are communicated effectively to all Students. Staff are informed about their legal responsibilities regarding first-aid and the additional procedures in place. The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in the First-aid Policy must be followed.

All first-aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.



Social distancing and infection control measures

The government has removed the requirement to maintain social distancing in most workplace situations; however, when administering first-aid, the school's first-aiders act in line with the following precautions:

- Wash their hands before and after administering first-aid, using soap and water or alcohol-based hand sanitiser;
- Dispose of any waste in a suitable bin;
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use;
- Keep a safe distance from others, where practicable;
- Minimise the time they share a breathing zone with the casualty;
- Limit the number of people administering first-aid in each incident;
- Ensure that first-aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

No additional PPE is needed to deliver first-aid to individuals who do not have coronavirus symptoms. If an individual requiring first-aid has symptoms of coronavirus, appropriate PPE is worn by the first-aider.

First-aiders

The school ensures that there is a minimum of two trained first-aiders on site during school hours and that there is a minimum of two trained first-aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.

Where a first-aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first-aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises;
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures;
- Symptomatic individuals strictly do not administer first-aid;
- Alternative arrangements are in place to minimise the need for a symptomatic first-aider to administer first-aid or where first-aid provision is compromised, e.g. high-risk activities are suspended.

The school ensures that the needs of first-aiders who are clinically vulnerable have been considered as part of its risk assessments and that no clinically vulnerable first-aider engages in close-contact first-aid where they are not supported to do so safely by these risk assessments, or where there is another suitable trained staff member available to undertake the first-aid instead.

First-aid training

First-aiders' training is kept up-to-date.



If first-aiders are unable to get annual face-to-face refresher training during the coronavirus pandemic, HSE supports the use of online refresher training to ensure their skills are kept up-to-date. The practical elements of the First-aid at Work, Emergency First-aid at Work and requalification courses are taken face-to-face by first-aiders.

If a member of staff could not complete their first-aid training due to the pandemic, they are able to restart at a later date so long as:

- There is a full recap of the training delivered before the pandemic prior to moving onto undelivered modules;
- The training provider is satisfied the staff member can display:
 - A full understanding of all aspects of the course content;
 - The knowledge and competencies required at the end of the training.

Emergencies

Accidents and emergencies are managed in line with the First-aid Policy.

When administering emergency first-aid, social distancing restrictions do not apply; however, clinically vulnerable first-aiders are offered PPE when administering close-contact emergency first-aid.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:

- Call 999 immediately – tell the call handler if they patient is exhibiting any coronavirus symptoms;
- If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it;
- Before starting CPR, use a cloth or a towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation;
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering;
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate – do not use rescue breaths;
- After delivering first-aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned;
- Wash hands thoroughly with warm, soapy water.