

# The Meadows School



## First Aid Policy

Updated: September 2023

Date to be reviewed: September 2024

Ratified by Governors: September 2023

## Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	March 2019	Initial Issue	G Spencer	Headteacher
1	12.12.2019	Reviewed	G Barham	Headteacher
2	January 2021	Reviewed by G Spencer	G Spencer	Headteacher
3	January 2021	Ratified by Governors	PHS Committee	FGB
4	January 2022	Number of first aiders increased to 11 Date on Appendix B changed	G Spencer	Headteacher
5	Nov 2022	Reviewed	G Spencer	
6	Feb 2023	Reviewed	G Spencer	
7	Sep 2023	Reviewed – no amendments required	G Spencer	Headteacher

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## 1. Rationale

The school has assessed the need for first aid provision and has identified that **30** qualified first aiders is required for adequate cover for the number of staff and students at The Meadows School.

There is also **2** members of staff trained in 'First Aid in the Outdoors' to provide first aid to students during Forest School sessions. There is **1** member of staff in the swim team trained in 'STA Level 3 – Emergency First Aid in the Workplace' who is able to provide first aid to students, in the pool area and outside of swimming sessions.

## 2. Location and Contents of First Aid Boxes

**The First aid boxes are located in the following areas:**

- Staffroom
- All 4 main changing areas
- Hydrotherapy pool
- Food Technology Room
- Sixth Form Bungalow
- Main Admin office
- All 3 school minibuses
- Site Office
- New build
- Second Staff Room (Room 15)
- Forest School bag
- Pool Plant Room
- 2 portable first aid 'bum-bags' to use on daily educational visits, located in the main admin office.
- 2 portable first aid bags to use on residential visits, located in the main admin office.
- In all emergency bags (allocated to fire marshals)

**Each First Aid box will contain the following:**

- Guidance leaflet
- Alcohol free cleansing wipes
- Different size plasters
- Ice pack
- Gloves
- Triangular Bandage
- Bandages different sizes

- Adhesive wound dressing 3 sizes
- Resuscitation face shield
- Eye wash (Forest School)
- Burns dressing (Forest School)
- Foil blanket

### **3. Defibrillator**

The school has one Automated External Defibrillator (AED) located in the Main office and the Site office. The regular maintenance of the equipment is the responsibility of the nominated member of the administration team with oversight from the School Business Manager. An AED is designed for use by all members of the general public and those with associated training. The battery of the AED will be checked on a half-termly basis with a log being kept of this. (Appendix C)

### **4. Responsibilities**

See Appendix A – copy of 'Incident Flow Chart' displayed within every work area

### **5. Appointed person**

The School Business Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school.

The appointed person's duties include ensuring that:

- First aid equipment is available at strategic points in the school and checked/stocked on a fortnightly basis (Appendix B).
- A sufficient number of personnel are trained in first aid procedures at all times.
- All qualified first aiders carry a green lanyard.
- That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years).

### **6. First Aiders**

The Meadows School's first aiders are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively

- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child who has sustained and electric shock
- Know how to provide first aid to an adult, infant and a child with burn and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.

First aiders are responsible for ensuring that an Accident/Incident Form located in the main Admin Office is completed for all treatments and that the necessary details are supplied for the reporting of accidents. It is the responsibility of the first aiders to ensure that any application of First Aid is verbally reported to the parent or carer, if necessary.

If a first aider has applied first aid to a student receiving a bump to the head, an accompanying 'bump to the head' letter must be completed and a call to the parent or carer made, alongside completion of the Accident/Incident Form.

A First Aid Room (medical room 2) is identified for the treatment of incidents that require private care.

## **7. Class Teachers**

It is the responsibility of the class teacher to ensure that a copy of the Accident/Incident Form (and 'bump to the head' letter where necessary) is sent home to the parent or carer.

## **8. School Nurses**

It is the policy of the School that the School Nurse is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained professional for help and/or advice.

The school will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse, if felt appropriate, when they are on site. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend but can still be supported in the current situation by the School Nurse if required and appropriate.

Having firstly considered the option to consult with the School Nurse, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (NHS Direct 0845 4647) and in the case of pupil injuries, with the parents or legal guardians.

## **9. Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the Accident Book is up to date. The Accident Book is stored in the main admin office. All record keeping must contain the following information:

- date, time, name of first aider, class number, injury description, treatment given, teacher notified and parent notified

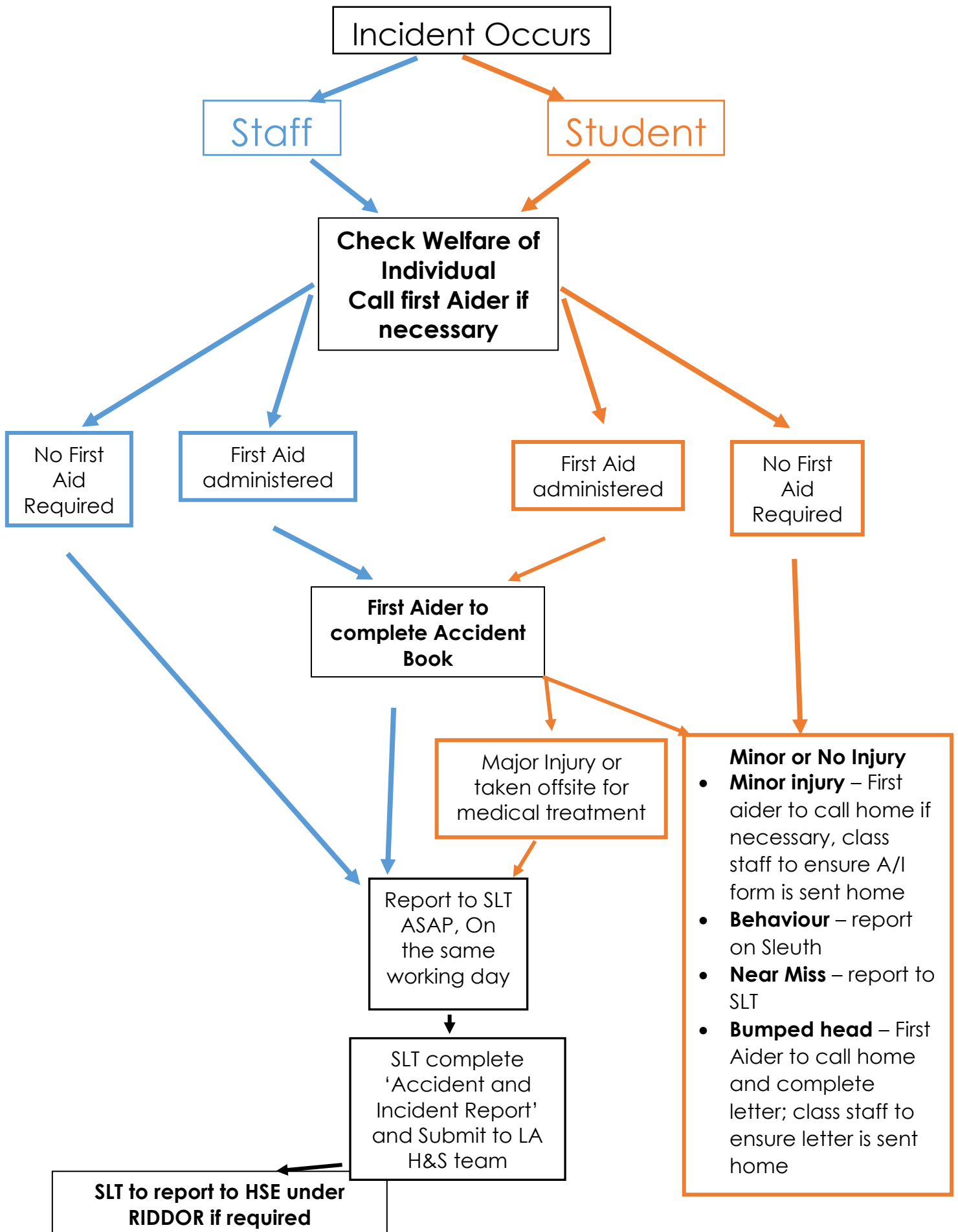
It will be the responsibility of the Appointed Person to scrutinize such records for accuracy in notes/comments made reporting outcomes to The Premises and Health & Safety sub-committee as appropriate.

## **10. Monitoring and Review**

- This policy will be monitored by the Appointed Person and reviewed in accordance with any new guidance given.
- The Premises and Health & Safety sub-committee will have the responsibility for ensuring this policy is formally evaluated annually or sooner if required.

- Additionally, the Head Teacher and Appointed Person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health & Safety learning walks undertaken each term throughout the school
- The chair of the Premises and Health & Safety sub-committee will additionally monitor the process undertaken during Health & Safety learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school
- First Aiders will sign to state that they have read, understood and are willing to comply with this policy.
- This policy will form part of a period of induction of any staff member who is new to the school.

Appendix A





**Appendix B**

**PLEASE ENSURE THAT THE BOXES ARE FILLED TO CORRECT LEVELS STATED WITHIN THE BOX.**

	FIRST AID BOX CHECK REGISTER 2024-25												
Location	MONTH												
	Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Staffroom													
6 <sup>th</sup> Form laundry													
KS3 laundry													
KS4 laundry													
Changing room B													
Hydrotherapy pool													
Food Technology room													
Bungalow													
Main admin office													
Minibus 1													
Minibus 2													
Minibus 3													
Bum bags													
Site Office													
New build													
Second Staff Room (Room													

15)												
Forest School												
Pool Plant Room												
<b>EV Bags</b>												

