



Policy approved & adopted by	Headteacher & Governing Committee
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Review cycle	2 yearly
Reviewed	Sept 2024, Sept 2026
Next Review	Sept 2028

FIRST AID AT SCHOOL POLICY

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, adequate first aid cover will be provided.

Legal duty

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Type of school
- Size of school
- Building layout

- Past history of accidents
- Needs of travelling and/or lone workers

The Governing Committee

The governing board has the ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- If applicable, add: Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed person(s) and/or first aiders in school are
- Completing first aid reports for all incidents they attend to using the online recording system Medical Tracker.
- Completing Accident/Investigation reports in line with school procedures.
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs

First Aid Personnel

It is the school policy to train all teachers, TA3s and TA2s in basic first aid (Schools' First Aid 1-day course) so that they can administer first aid to pupils. A basic first aid qualification is also a requirement for staff administering/ witnessing the administration

of medicine; carrying out medical procedures e.g. tube feeding; undertaking Advanced Team Teach. Level 1 TAs are not required to deliver medical or first aid interventions.

In line with the risk assessment, school also trains staff to provide first aid to colleagues as required. Currently our risk assessment indicates a need for 5 First Aiders. (completed First Aid at work 2-day course)

A list of all staff qualified to administer First Aid is displayed around school.

Appropriate staff are trained in Outdoor First Aid to support the delivery of various outdoor educational activities including Duke of Edinburgh.

The school's Extended Services Manager is trained in First Aid.

Members of the Senior Management Team are trained in Basic Life Support and Automated External Defibrillation.

School have assigned a member of staff to manage first aid resources to ensure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

As an all-age school some of our Early Years Practitioners are paediatric trained first aiders. At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present and must accompany children on outings. Paediatric First Aid training is completed every 3 years.

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary, including directing someone to call an ambulance as required.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any first aid treatment provided on Medical Tracker
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident as per the school procedure.
- Reporting/ replacing items missing from first aid boxes
- Informing parents/carers of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call upon a first aid trained member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice, if appropriate

Where a child is involved provide immediate first aid/ care and instruct a teaching member of staff to contact the parent. Do not delay in calling for an ambulance in order to contact parents. Ideally, an ambulance can be called and a parent/carer informed at the same time ie with 2 members of staff making phone calls.

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment or understocked first aid boxes must be reported to the staff responsible. (see staff responsibility list)
- All staff on visits out of school are expected to carry a first aid kit with them at all times.

Visitors/ Contractors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Children with Medical Needs

For children who have medical equipment specific to a health need eg. epipens, inhalers the protocol is included or appended to their Key Skills Care Plan. The School Nurse manages school medical care plans ensuring they are up-to-date.

Staff Training

All staff undertaking first aid duties will receive full training in accordance with current legal requirements.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of the induction.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas: Main Offices, Kitchen, Hall, bathrooms and all communal areas. Boxes are located on hooks.

A **defibrillator** is located outside the Main School office and in the Ewood office. Senior staff are trained in using the defibrillator.

Emergency EpiPens are located at both Main School and Ewood.