

## **First Aid Policy**

### **Purpose**

First Aid is the immediate but temporary care given to a casualty at the scene of an incident or accident before qualified medical help arrives.

The aims of First Aid are to:

- To preserve life
- To prevent the condition from worsening, and
- To promote recovery.

### **Responsibilities**

United Learning (UL) is responsible for ensuring that all their schools/academies are able to provide suitable first-aid facilities on their premises.

It is the responsibility of the Principal to ensure good first aid practice is being carried out within the school, and at events and activities organised by the school.

In order to carry out this responsibility the school appoints staff to be trained to give first aid in the event of illness or injury. These members of staff have either been nominated as competent persons (a legal title) under the health & safety at work act, and have attended and passed the relevant course approved by the Health and Safety Executive (HSE), or have received recognised first aid training. A list of competent persons and first aiders is posted in each of the buildings around the school. This is also in the Health and Safety policy.

The Senior First Aider is responsible for maintaining and updating these lists and for ensuring that each first aider maintains their certification by attending refresher courses at intervals recommended by the HSE.

The Senior First Aider is responsible for inspecting and maintaining school first aid kits. The location of first-aid kits should be included on the list of competent persons and first-aiders. Inspections should take place regularly. Any member of staff who uses items from the first-aid kits should inform the First Aid Co-ordinator that they have done so.

Each first aider is responsible for maintaining the school accident book and the health and safety coordinator is responsible for reporting accidents to the HSE as required by law. The health and safety coordinator is responsible for ensuring that accident reports and information is passed to UL in a timely fashion.

First-aiders are responsible for maintaining their skills and for attending refresher courses as appropriate. Where first-aiders have the use of a first-aid kit within their department, they are responsible for making sure that those kits are properly maintained.

Prevention is always the best option wherever possible.

All staff are responsible for exercising reasonable care to protect the safety and welfare of themselves and others on the school site, and for taking appropriate action to resolve any situation in which they, or others, may be put at risk. This includes using their best endeavours and common sense to deal with accidents and emergencies.

Promotion of health and safety awareness in students is part of the school's SMSC provision.

## Procedures

Wherever possible first aid should be provided by trained adults; however, where the nature of the emergency is such that urgent action is required, all members of staff should do their utmost to provide assistance until help can be summoned. This is particularly true where the injured/ill person has stopped breathing, has no pulse or is bleeding badly (i.e. where the lack of immediate action could be fatal). In general, the consequence of taking no action is likely to be more serious to the casualty than those of trying to assist in an emergency.

There must be first aid provision on site at all times during the normal school day. A risk assessment should be carried out for all extra-curricular activities taking place on site outside normal school hours, so that the need for first-aid cover can be determined.

Wherever possible, a first-aid trained member of staff should accompany school trips, even when the outside activity will be supervised by trained personnel (e.g. swimming lessons). The requirement for first-aid cover during trips that last for more than a day should be considered carefully.

Visitors hiring the school facilities outside normal operating hours have personal responsibility for first aid and contacting emergency assistance as required. Visitors to the school have access to the first aid kit in the main reception area.

All staff, including first-aiders, should have the support of at least one other member of staff when providing first aid wherever possible. On the school playing field, or on a school trip, members of staff should carry a mobile telephone to summon medical assistance or support as necessary. The member of staff in charge of the school trip should ensure that a mobile phone, the relevant risk assessment, and a portable first aid kit are available, and that all students have their own personal medications.

At the doorway entrances and stairwells of each building there is a designated first aid staff list which clearly identifies first-aid-trained members of staff around the school site, and in the event of an emergency, for any member of staff or visitor to dial 999.

## Dealing with Accidents and Emergencies

A member of staff involved in an emergency should summon assistance as soon as possible. In the event that the injury/illness is considered to be life-threatening assistance should be sought directly from the ambulance service by dialling 999. Examples of situations in which an ambulance should be called immediately are: **severe chest pain, difficulty in breathing, loss of consciousness, severe bleeding/loss of blood, choking, fits/convulsions, severe allergic reactions, road traffic accidents, and hypoglycaemia – diabetics.**

If the situation arises on a school trip paramedic assistance may be sought even if the condition does not appear life-threatening (e.g. potentially broken bones).

If the problem is not life-threatening and occurs on the school site then one of the following should apply:

During Social Times:

If the injured/ill person is mobile then they should be sent or escorted to student services and student services/ reception will call the first-aider. If the injured/ill person is not mobile then a First Aider should be called to attend at the scene.

During Lesson Times:

If the injured/ill person is mobile then they should be sent or escorted to student services and student services/ reception will call the first-aider. If the injured/ill person is not mobile then the class teacher is to call Student Services and request first aid support to their room.

The parents of students who are not well enough to resume lessons and do not require immediate hospital treatment should be contacted and asked to collect their child/children. If students are well enough to resume lessons they should do so.

In the event of a serious accident to a student which requires an ambulance to be called a member of staff will accompany the student to hospital in the event a Parent/ Carer were not available.

All accidents, incidents, injuries, ailments and treatment are reported in a student's accident book located in the medical room, forms are also available on the staff shared drive in the Health and Safety folder.

Parents should always be contacted if there are any concerns about the injury/illness health or welfare of their child/children. Parents are informed of treatment or injuries by the first aider via phone when appropriate or when collecting the sick child.

The Principal or Vice Principal and the Health and Safety coordinator should be informed as soon as possible of any injury/illness which requires an ambulance to be called and the first aider will arrange for family members or parents to be informed.

The procedure for an accident of a member of staff is similar to that for an accident to a student. Injury or illness requiring the member of staff to leave the site should be reported to the Principal or Vice Principal, Business Manager and Health and Safety Coordinator immediately. Where possible, supervision for students left unattended in classrooms should be found as quickly as possible.

## **Accident Reporting**

It is mandatory to record all accidents occurring on site in the school accident book. Accidents occurring off-site must be reported to the appropriate authorities (e.g. if a student or member of staff has an accident in a theatre then the theatre management should be informed), and by phone or e-mail to the school. This should be done as soon after the event as is possible and consistent with the welfare of the injured person. All contributing factors should be included in the report and the names of witnesses given where relevant.

The Health and Safety Coordinator will then determine whether there is a requirement to report to the HSE and ensure that this is done where appropriate. Accident reports are copied to UL who will also be informed if a report has been made to the HSE.

Copies of accident reports will be sent to the Health and Safety coordinator who will be responsible for co-ordinating the reports into a summary to be presented at each health and safety committee meeting.

## **Hygiene**

Hands should be washed before and after administering first aid. Disposable gloves should always be worn. Gloves are available in every first aid kit and are available from student services.

All body fluid spillages (blood, diarrhoea and vomit) should be cleaned and disposed of immediately in accordance with recognised procedures, to minimise the risk of cross contamination.

## **Administration of Medicine**

The administration of medicines does not form part of first aid.

It is good practice for students who are capable of doing so to be in charge of their own medicines such as inhalers for asthma or epi-pens for anaphylaxis. It is the responsibility of parents to ensure that their child is able to use it properly.

Under certain circumstances (e.g. if the student is not capable of taking responsibility for their own medication) the first aider may take responsibility for keeping and administering (or supervising the taking of) medicine by students. Medicine should not be administered to students without the relevant medical form being completed. The medical form makes it clear to parents that the school do not take responsibility for ensuring that medicines are appropriate or for any effect that they may have when properly administered. This is the responsibility of the parents and their medical advisors and they must give all relevant information to the school (including dosage and frequency of use) on the consent form. This information should be kept with the medicine in a secure area within student services.

In the absence of a first aider, no staff should administer medicine to students unless they have been properly briefed beforehand.

Students may have prescription medicines which are not stored or administered by the school (such as asthma inhalers). The school takes no responsibility for the condition, location or administration of such medicines and it is the parents' responsibility to ensure that their child is able to use it properly.

## **ANNEX A**

### **First Aid Boxes**

All first aid boxes will provide a minimum of sterile dressings, wound dressings, plasters, triangular bandages, gloves, and non-alcoholic wipes. No medicines are to be kept in First Aid boxes. The contents of the First Aid Kits are to be regularly checked and maintained by each first aider. If first aid kits need additional supplies first aiders should contact student services to replenish stock as necessary.

First aid boxes are located:

Main Reception  
Science Prep Room  
Student Services  
First Aid Room  
Study Support  
Design and Technology Room  
PE Department  
Medical Room

Portable First Aid kits are available for school trips and sporting fixtures.

### **The defibrillators**

Three defibrillators are on-site. First aiders are trained to use them though anyone can use them by following the audio instructions that emit from the unit when in use.

The units are situated in:

Reception  
Conference room  
Control room opposite HR office on top floor.

**Agreed by Stockport Academy LGB September 2023**