



FIRST AID POLICY

| | | | |
|--|-------------------|-----------------------|-----------------------|
| Person(s) responsible for this policy | | Nurse | |
| Last review by | C. Bearman | Review date | September 2023 |
| Date of next review | | September 2024 | |

Introduction (08/23)

This policy applies to all stages of GDST schools, Senior, Junior and Early Years Foundation

1. Aim of GDST First Aid Policy Statement (08/23)

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid facilities, equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

- (a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- (b) Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

2. School Provision (08/23)

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, all GDST schools will ensure that:

- A **first aid risk assessment** is carried out to ascertain how many first aiders and what types of first aid equipment / facilities are required on each site. It will consider factors such as:

- The number of staff / pupils on the site.
 - The location of the school and higher risk areas of the school site.
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day. As appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- **As a minimum**, at least one adult with a current **'First Aid at Work'** qualification (3-day training) is present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) **Paediatric First Aid** certificate will also be present. It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when **low risk** after-school clubs and activities are running, or early mornings, evenings, weekends and holidays. When only employees are on site undertaking **low risk** activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.
 - Appropriately qualified and equipped first aiders will accompany / be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips**. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.
 - The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders¹;
 - Adequate **training** and guidance is provided for First Aiders, including refresher training every 3 years and where appropriate, specialist first aid training, for example:
 - Paediatric First Aid for Early Years Provision
 - Sports First Aid training for PE staff
 - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits.
 - **Lists of First Aiders** names, qualifications, department are prominently displayed around the school where staff and pupils can see them.
(Appendix 1)
 - All **staff are made aware of first aid arrangements** and such information is included in the induction process for new staff and during the inset days at the start of each academic year and can be accessed on TEAMS.

¹ The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.

- **Parents are made aware of the school's first aid arrangements** and procedures for informing them if their child has had an accident, sustained an injury, or received first aid treatment / medication at school or on an off-site school activity. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment.
- A **record** is kept on CPOMS of all **first aid treatment** administered by the school nurse/first aiders and medication administered by school staff.
- A **record** is kept of **all accidents and injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the 'Accident Recording and Reporting' section on the H&S section of the Hub. (NB Photographs should not be taken of a child's injury or bruising², although it is acceptable to make a record / drawing on a body map). Records will be kept in accordance with the Trust's policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years. (Appendix 2)
- The **HSE is informed of injuries that are reportable under RIDDOR** without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on the H&S section of the Hub. (As above)
- **'Dangerous occurrences'** and **significant 'near misses'** (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on the H&S section of the Hub.
- First-aid and accident reporting are reviewed every term by the Health and Safety committee.

For more detailed information see the 'First Aid' and 'Accident Recording and Reporting' sections on the H&S section of the Hub.

3. School Practice (08/23)

All school staff are expected to always use their best endeavours, particularly in emergencies, to secure the safety and welfare of pupils.

Once schools have completed a risk assessment to determine the number of First Aiders they need, they should invite staff to volunteer to become appropriately qualified, provide the necessary training to enable them to

² Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

administer first aid, or to organise an injured person's transfer to hospital in case of an emergency.

(Appendix 3)

The school Nurse³ or qualified First Aiders, as part of their responsibilities, will administer first aid in a timely and competent manner, and organise an injured person's transfer to hospital in the case of an emergency,

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's insurers, and the school's first aid needs risk assessment. Detailed guidance is given in the 'First Aid' section on the Hub.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained and are carrying out their duties for the school/Trust.

All schools must have systems in place to ensure they are aware of any medical conditions which may require treatment whilst the pupil is in the care of school staff. Initially this information is collected on the Pupil Health Assessment Form, which parents complete as part of the admissions process. Schools must have local systems to ensure that the information is regularly updated. Parents are responsible for informing the school of any change or new medical condition presents.

All schools must have documented systems and procedures in place to ensure that all medicines are stored and administered safely. All staff who are authorised to administer medicines will receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents.

No child under 16 should be given any medicine without their parent's written consent. Prescribed medicines should only be administered to an Early Years Foundation Stage pupil if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed. The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

More guidance is given in the 'Administration of Medicines' protocol available in the Pupil Health and Wellbeing section on the H&S section of the Hub.

(Appendix 4)

³ Some GDST Schools do not have a qualified School Nurse in post, or the School Nurse may be absent on some days. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, School Welfare or Pupil Health Officers as appropriate.

5. First Aid Equipment and Materials (08/23)

Detailed information regarding first aid equipment and materials can be found in the 'First Aid' section of on the H&S section of the Hub.

A list of the location of emergency medicines (e.g. Automatic adrenaline injectors / inhalers), defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be maintained, notices alerting people of their locations should be prominently displayed in appropriate areas. **NB** ensure travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

(Appendix 5)

The member of staff responsible for the first aid kits in their department should notify the school Nurse when supplies have been used in order that they can be restocked without delay.

The school Nurse will make arrangements for the regular checking and re-stocking of all the first aid kits, making appropriate records. Additional supplies are available from her if necessary.

All First Aiders should be aware of and implement the guidance on infection control which can be found in the 'Pupil Health and Wellbeing' section on the H&S section of the Hub.

6. Procedures in the Event of an Emergency (08/23)

Examples of emergencies which require immediate first-aid assistance include:

- Cardiac arrest / severe chest pain
- Stroke.
- Severe allergic reactions and anaphylaxis
- Asthma attacks
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency, eg hypoglycaemia
- Severe bleeding
- Severe burns
- Breaks or sprains.
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff handbook and teaching first aid in PSHCE:

Inform a member of staff and ask for immediate first aid assistance.

If you witness an incident and the injured person is well enough to walk, take them to the medical room. If the School Nurse is not there sending a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic / Long term Illness' and 'Allergies' Protocols, available in section 4 of the 'Pupil Health and Wellbeing' section of on the H&S section of the Hub.

7. Procedures for Pupils who are Unwell (08/23)

All schools will have systems and procedures in place to respond to pupils who are ill and / or infectious to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if they become ill at school and need to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the school Nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

Further information on infection control can be found in section 6 of the 'Pupil Health and Wellbeing' section of H&S section of the Hub and in the GDST Common Childhood Ailments Protocol.

8. Further Information and Guidance (02/22)

- H&S Hub - Health & Safety - 'First Aid'
- H&S Hub - Health & Safety - 'Accident Recording and Reporting'
- H&S Hub - Health & Safety – 'Pupil Health and Wellbeing'
- First Aid in Schools, Early Years and Further Education – DfE - 2022

- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations – L74 – HSE - 3rd edition 2013 + 2018 amendments
- Head injury protocol [2023 Head injury protocol .docx](#)
- Promoting positive mental health [2023 Positive Mental Health Policy.docx](#)
- Eating disorders [2023 Eating Disorders Protocol .docx](#)

APPENDIX:

- 1) [23-24 Senior School First Aiders with course date.docx](#)
[23-24 Prep first aiders with course date.docx](#)
- 2) [23-24 Accident Recording and Reporting.docx](#)
- 3) [2023 First Aid Risk Needs Assessment .docx](#)
- 4) [2023 Administration of Medicines Protocol.docx](#)
- 5) [PREP LOCATON OF EQUIPMENT.docx](#)
[23-24 location of emergency first aid.docx](#)
- 6) 7) [2023 Chronic Illness Long Term Conditions.docx](#)