



First Aid Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

Appointed person(s) and first aiders

The academy's first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Ensuring a copy of all accidents/incidents is sent to Head of Estates at Consilium – contact@consilium-at.com

The academy's first aiders names will be displayed prominently around the academy.

Consilium Trust and Governing Board

Consilium Trust has ultimate responsibility for health and safety matters in the academy, but delegates responsibility for the strategic management of such matters to the academy's governing board.

The governing board delegates operational matters and day-to-day tasks to the principal and staff members.

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The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the academy at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary, through Consilium.

Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know which staff in school are first aiders.
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the principal or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parent/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parent/carers
- If emergency services are called, a member of the Academy Business Service Team will contact parent/carers immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and report it to Consilium.

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- Academy mobile phone
- Portable first aid kit, if applicable for the trip
- Information about the specific medical needs of students

- Parent/carers' contact details

Risk assessments will be completed by the trip leader via Doncaster Exeant prior to any educational visit that necessitates taking students off school premises.

When applicable there will be at least one first aider on school trips and visits.

5. First Aid Equipment

Where there is no special risk identified, a minimum provision of suggested first aid items would be:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized individually wrapped sterile unmedicated wound dressings;
- 2 large individually wrapped sterile unmedicated wound dressings;
- 1 pair of disposable single use gloves
- No medication is kept in first aid kits.

First aid kits are stored in:

- Reception in the first aid room in the new building
- Science Department, Floor 3 of the new building
- Technology Block
- PE Department in the new building
- School kitchen area, under the jurisdiction of the Catering Manager.

6. Managing and Administering Medicines in School

Children with medical needs have the same rights of admission to a school as other children. The Disability Discrimination Act 1995, Part 4, specifies that responsible bodies for schools must not discriminate against disabled pupils in relation to their access to education. Schools should be making reasonable adjustments for disabled children including those with medical needs.

There is no legal duty that requires school staff to administer medicines. Schools should ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties. Support staff willing to administer medicines as part of their duties should have this included in their job description. Staff managing the administration of medicines and those who administer medicines should receive appropriate training and support from health professionals.

7. Responsibilities

Parent/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition and any medication they may be taking. The school are entitled to ask for this information. This should, where possible, include a supporting letter from a medical professional.

8. Procedures for managing prescription medicines that need to be taken during the school day

- It is the responsibility of the parent/carer, not the child, to take the medication to first aid/reception.
- The school cannot accept any medicine unless it is in the original container as dispensed from the pharmacy, with the child's name, dosage and expiry date clearly marked.
- The person administering the medicine in school must follow exactly the prescribed dosage on the container and cannot make changes to the prescribed dosage. 'To be taken as required' is not sufficient and cannot be accepted as a prescription.

- The person administering the medicine must check the name and date on the container to ensure the medicine is for the correct person and is a current prescription.
- The person administering the medicine must sign/ with date & time on the child's record sheet
- The Parent/carer must fill in an Agreement to Administer Medicine form from reception before the medicine can be administered.

This must include:

- name of child;
- name/quantity of medicine;
- dosage/method of administration;
- time/frequency;
- any side effects;
- expiry date;
- emergency contact number.
- It is the parent's responsibility to monitor when further supplies of medication are needed.
- Short term prescription requirements should only be taken to school if it is detrimental to the child's health if it were not administered in school. If medicine is to taken 3 times a day this can be done at home only if it is required 4 times a day should it be taken in school.
- First Aiders will keep detailed records of all medicines administered, which member of staff administers them and at what time.
- Staff will not be able to give out non prescribed medicines such as Paracetamol. Arrangements maybe made by parents to provide their own non prescribed medicine if they have filled in the Agreement to Administer Medicines form.
- First Aiders are unable to contact parents/carers by telephone regarding this unless the parent/carer is willing to come up to school and administer the medicine in person.
- Students must not carry medicine around school. Asthma inhalers and Epipens are the only exception and they may be carried by the student, providing they have a label indicating the student's name.
- Spare inhalers and Epipens may be lodged at reception.

9. Safe Storage of Medicines

Medicines should be kept in a secure place. All emergency medicines such as asthma inhalers and Epipens should be readily available to students.

Medicines should be stored strictly in accordance with product instructions – paying particular note to temperature and in the original container in which dispensed. A few medicines need to be refrigerated. They can be kept in a fridge containing food but should be kept in a clearly marked airtight container.

Sharps boxes should always be used for the disposal of needles.

All medicines left at the end of the school year should be collected by parent/carers and taken home or they will be destroyed.

10. Training and Support

The academy will ensure that staff receive proper support and training where necessary. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training, guidance and support from health professionals. They should also be aware of possible side effects of the medicine and what to do if they occur. The type of training necessary will depend on the individual case.

Schools should ensure that they have sufficient members of support staff who manage medicines as part of their duties. Back up cover should be arranged for when the member of staff responsible is absent or unavailable.

11. AED – Automated External Defibrillator

An AED is kept in the office in main Reception.

The AED is to be publically available for use within the local community if needed.

Anyone can use the AED - training is not required to use this device. The device gives clear verbal instructions on how to attach the defibrillator pads. It then assesses the heart rhythm and will only instruct the user to deliver a shock if needed. The defibrillator will only shock if it's needed to re-establish a regular heartbeat. AEDs should be used within two minutes of a person collapsing to be most effective. The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardio Pulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped round the body.

- Business Manager to make sure the AED is regularly checked for maintenance and there should be finances available for renewal of replaceable items.
- Pads need to be replaced every two years – the AED will beep when they need replacing and will not work until they have been replaced.

12. Record-keeping and reporting

First aid and accident record book

- All First Aid incidents are recorded on the First Aid Log on the S:drive
- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an accident / incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be added to the student / staff member's SIMs record by the Student Welfare Manager/Office Manager
- A copy of all accidents/incidents must be sent to Head of Estates at Consilium – contact@consilium-at.com
- All accidents / incidents to be recorded on the Accident Book Record Sheet
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then be disposed of securely

Reporting to the HSE

Consilium will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Consilium will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

13. Training

All academy staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The academy will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid.

14. Links with Other Policies

This first aid policy is linked to

- Health and Safety
- Risk Assessment
- Supporting Students with Medical Conditions