



# Idsall School First Aid Policy

## Sponsorship and Review

### Sponsor

Mrs V Hulme, Business Manager

### Reviewed

January 2021

### Revision Date

January 2023

# **FIRST AID POLICY**

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**SECTION 1**  
**General Policy Statement**

Idsall School is required under the Health and Safety at Work Act 1974 to have a First Aid policy. The Trustees and Headteacher of Idsall School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The Trustees are committed to the DFE procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The provision of first aid in the school will be in accordance with the DFE guidance on First Aid in school.

This policy is made in order to comply with Section 2.4 of the School's Health and Safety Policy.

Signed:

(Headteacher)

Date:

Signed:

(Chair of Board of Trustees)

Date:

## **SECTION 2 - First Aid Organisation**

The school's arrangements for carrying out the policy include eight key principles:

1. Places a duty on the Board of Trustees to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, students and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Provide information for employees on the arrangements for first aid.
8. Undertake a risk assessment of the first aid requirements of the school.

## **SECTION 3**

### **Arrangements for First Aid**

#### **3.1 Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in the DFE Guidance on First Aid in Schools.

The location of first aid containers in the school are:

- ◆ First Aid Room by Reception
- ◆ Resources
- ◆ Library Office
- ◆ In each Key Stage Office
- ◆ Leisure Centre
- ◆ PE staffroom
- ◆ Admin Office
- ◆ Kitchen – *this kit is the responsibility of the Caterlink Catering Manager*
- ◆ *Tech rooms – D2, D5, D6 & D7*
- ◆ *Skills Centre*
- ◆ *Science Prep Room*
- ◆ *Art rooms – A1 & A3*
- ◆ *Wood Store*

The contents of the first aid boxes will be checked every term by the Lead First Aider, currently Mrs Lorimer, or when informed by staff that contents have been used.

The Lead First Aider will be responsible for all record keeping on first aid.

In compliance with The Education (School Premises) Regulations 1996 & 1999, the Board of Trustees ensures that a room is available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Drinking water (if not available on mains tap) and disposable cups
- Paper towels
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage
- Chair
- A couch or bed (with waterproof cover), pillow and blankets
- Soap
- Clean protective garments for First Aiders
- Suitable refuse container, lined with appropriate disposable yellow plastic bags, i.e. for clinical waste
- An appropriate record-keeping facility (kept on reception)
- Safety data sheets filed in main office

In addition to the items set out for the first aid box in school, the following items will be provided:

- a) Disposable drying materials.
- b) Yellow biohazard type plastic bags for disposing of bulky amounts of blooded waste.

### **3.2 The storage and administration of medication**

Insulin, Epi pens and inhalers are the only medications allowed to be carried in school by the student. Parents are encouraged to keep a spare quantity of the emergency medication with the Lead First Aider.

All non-emergency medication, including controlled drugs are kept in a secure place, in a large, non-portable, lockable, cupboard. Staff will ensure that medication is only accessible to those for whom it is prescribed.

The school will keep a record of those staff willing to administer medication and ensure they have the adequate training to do so. Medicines given require the signature/witness of two people.

The Lead First Aider will check the expiry dates for all medication stored at the school and notify parents if replacements are required.

All medication is supplied by parents and stored, in its original container(s) and in accordance with instructions, paying particular note to temperature. All refrigerated medication is stored in an airtight container and is clearly labelled and kept in the fridge located in the main office.

Paracetamol and ibuprofen are the only non-prescription medications accepted in school. All other medication, including over the counter medicines, is to be prescribed by a doctor and provided in the original container with the pharmacy label clearly attached. In exceptional circumstances where medication cannot be taken at home, other over the counter medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Parents will provide written consent for staff to administer the medication they have provided, stating the name, dosage, explanation and time to administer it along with the quantity they have provided in school. A written record of each administration of a medicine will be kept in school and a duplicate copy of the form will be given to the student to take home.

It is the responsibility of the parent to collect medication at the end of the school year. The Lead First Aider checks termly expiry dates for held medication and contacts parents as required. Any that are not collected will be disposed of safely at the local pharmacy if date expired.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Collection and disposal of sharps boxes are the responsibility of parents and should be taken home at the end of each term and replaced.

### **3.3 Healthcare Forms**

All parents of children attending Idsall School will be asked to complete a medical form on starting at Idsall. This will be reviewed by the Lead First Aider and healthcare plans completed as required.

Idsall School uses the healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. This is sent to all parents of students with a long-term medical condition and is reviewed annually by the Lead First Aider.

### **3.4 Appointment of First Aiders**

The Lead First Aider is Karen Lorimer and deputised by Lindsay Donegani in whose absence the First Aider takes responsibility. Responsibilities of the Lead First Aider include:

- As a point of contact for all First Aiders when support is required
- Ordering and storage of first aid equipment including restocking of first aid containers
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees, the Board of Trustees accept their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Board of Trustees will assess, in addition to the Appointed Person, how many emergency First Aiders are required and if appropriate, an employee with a First Aid at Work certificate of competence.

The Board of Trustees acknowledges that unless first aid cover is part of a member staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

## Duties of a First Aider

They must:

- complete an approved HSE training course;
- give immediate help to casualties; and ensure that when necessary, an ambulance or other professional medical help is called.
- Whenever first aid is administered following a fight or similar incident, we assume that a head injury may have occurred and as such:
  1. We give the child a head-injuries note to take home
  2. We ensure that the family are contacted and made aware immediately
  3. The child does not return to class until the family have decided whether they want their child to
  4. An option is given to the parent whether they want to pick the child up or whether they are happy for the child to continue in school and return home at the end of the day as normal.
- If the First Aider decides there is a need to contact the parent/carer, they are to be informed of the injury and advised that:

Your child has been involved in an incident/accident and sustained an injury to his/her XXXXXX

In your opinion as a qualified first aider it does not appear broken/concussed etc. but as you are not a doctor what does the parent want to happen i.e. come and collect the child, will assess him/her when they come home and would like them to stay in school?

- Ensure **all** first aid incidents are recorded on the duplicate pupil first aid / medication record and SIMS.
- Both First Aiders and appointed persons will be expected to follow any government guidance. See guidance in First Aid folder in First Aid room:
  - ♦ Asthma Guidance
  - ♦ Diabetics Procedure
  - ♦ Epilepsy Guidance
  - ♦ Anaphylaxis Guidance
  - ♦ Supporting Students with Medical Conditions

## Recording First Aid-Treatment

Records of all cases treated will be made and kept in the main office.

### Number of First Aiders/appointed persons:

Following a risk assessment, it was decided that 13 first aiders are required as a minimum. These are as follows:

Priority 1 (Lead on Educational Visits and day to day management in school)

SURNAME	FIRST NAME	START DATE	EXPIRY DATE	RENEWAL DATE	COURSE PROVIDER	COURSE TYPE

ASKIN	Bethan	05/07/2018	05/07/2021		Shropshire Council	First Aid at Work
BELL	Simon	30/01/2019	31/01/2022		Nuco Training	First Aid at Work
BLACK	Richard	20/09/2018	20/09/2021		Nuco Training	First Aid at Work
BROUGHTON	Jo	07/02/2019	07/02/2022		Shropshire Council	First Aid at Work
CASE	Amy	02/07/2018	02/07/2021		Heys	First Aid at Work
CHANCE	Chris	11/06/2019	11/06/2022		Heys	First Aid at Work
COOK	Alison	26/09/2018	26/09/2021		Nuco Training	Emergency First Aid at Work
DAVIES	Heather	15/02/2018	15/02/2021		Nuco Training	First Aid at Work
DILLON	Lyndsey	28/01/2019	13/03/2022		FA	Basic First Aid for Sport
DONEGANI	Lindsay	09/02/2017	09/02/2020	To rebook Feb 2021	Nuco Training	First Aid at Work
DONOHUE	Julie	02/07/2018	02/07/2021		Heys	First Aid at Work
DUNN	Sarah	13/03/2019	26/09/2021		Nuco Training	Emergency First Aid at Work
FISHER	Barrie	26/09/2018	26/09/2021		Nuco Training	Emergency First Aid at Work
GOODISON	Phil	02/07/2018	02/07/2021		Heys	First Aid at Work
GREAVES	Julie	24/10/2018	24/10/2021		Nuco Training	Emergency First Aid at Work
HUGHES	Rob	15/03/2018	15/03/2021		Nuco Training	First Aid at Work
HUMPHREYS	Tracey	15/03/2018	15/03/2021		Nuco Training	First Aid at Work
JEW	Chris	03/10/2019	03/10/2022		Shropshire Council	First Aid at Work
LAING	Jane	02/07/2018	02/07/2021		Heys	First Aid at Work
LEVERINGTON	Cathy	02/07/2018	02/07/2021		Heys	First Aid at Work
LORIMER	Karen	02/07/2018	02/07/2021		Heys	First Aid at Work





The Headteacher will ensure that all first aiders are able to access medical information where it may influence their care of the child.

### **3.5 Information on First Aid arrangements**

The Headteacher will inform all employees at the school of the following:

- a) The arrangements for recording and reporting accidents;
- b) The arrangements for first aid;
- c) Those employees with qualifications in first aid;
- d) The location of first aid boxes.

In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- a) Names of employees with first aid qualifications;
- b) Location of first aid boxes.

All members of staff will be made aware of how to access a copy of the school's First Aid Policy.

### **3.6 Provision away from the School**

Provision for first aid on school visits and journeys will be determined by risk assessment in accordance with the Guidance on Educational Visits.

## **SECTION 4 - Accident Reporting**

The Board of Trustees will implement the DFE guidance for reporting:

- a) All accidents to employees;
- b) All incidents of violence and aggression towards staff.

The Board of Trustees is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 & 2013 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

- 1 An accident that involves an employee being incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including non-working days).
- 2 An accident which requires admittance to hospital for in excess of 24 hours.
- 3 Death of an employee/student or visitor.
- 4 Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine and other reportable specified injuries as per HSE guidance.

For non-employees and students, an accident will only be reported under RIDDOR:

- a) Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) It is an accident in school which requires immediate emergency medical treatment at hospital as a result of failure in the way a work activity was organised or maintained as detailed on HSE website.

For each instance where the Headteacher considers an accident to a visitor or student is reportable under RIDDOR, the Business Manager will complete the return.

Where a student has a reportable accident, it shall be reported to the Board of Trustees.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Board of Trustees.

Parents will be informed by a note and by telephone if their child sustains any injury or has any illness which requires further observation at home. A note will be made on the First Aid / Accident Report Form and SIMS when a parent is contacted.

## **SECTION 5 - Transport to Hospital or Home**

- a) The First Aider will determine what is a reasonable and sensible action to take in the circumstances of each case.
- b) Where the injury is an emergency, an ambulance will be called, following which the parent will be called.

If an emergency, any member of staff in school should call for an ambulance. Once they have done so, our protocol asks that staff member to:

1. Alert school reception with the following information

- Name of student or staff
- Where you will be in school to receive medical staff
- Brief details of the incident
- Who called the ambulance

2. Reception staff then alert Headteacher's PA and the most senior member of SLT available in school.

- c) Where hospital treatment is required but it is not an emergency, then the school First Aider will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted, the school may decide to transport the student to hospital.
- d) Where the First Aider makes arrangements for transporting a child, the following points will be observed:
  - Only staff cars insured to cover such transportation will be used;

- No individual member of staff should be alone with a student in a vehicle;
  - The second member of staff will be present to provide supervision for the injured student and;
  - At least one member of staff will be the same gender as the student.
- e) Where a child has to be accompanied to hospital by a member of staff, all reasonable steps will be taken to ensure that there is a face to face hand over to the family.

The following list is recommended by HSE where there is no special risk identified and is considered to be a minimum provision of first aid:

Item	First-aid Containers	Travelling/ First Aid kits
<ul style="list-style-type: none"> <li>• A leaflet giving general advice on first aid.</li> </ul>	1	1
<ul style="list-style-type: none"> <li>• Twenty individually wrapped sterile adhesive dressings (assorted sizes).</li> </ul>	20	6
<ul style="list-style-type: none"> <li>• Two sterile eye pads.</li> </ul>	2	2
<ul style="list-style-type: none"> <li>• Four individually wrapped triangular bandages.</li> </ul>	4	2
<ul style="list-style-type: none"> <li>• Six safety pins.</li> </ul>	6	2
<ul style="list-style-type: none"> <li>• Six medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.</li> </ul>	6	2
<ul style="list-style-type: none"> <li>• Two large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings</li> </ul>	2	2
<ul style="list-style-type: none"> <li>• Two pairs of disposable gloves in large and medium.</li> </ul>	1	1
<p>Equivalent or additional items are acceptable. Source: <i>Guidance on First Aid for Schools: A Good Practice Guide.</i></p>		

## **Risk Assessments**

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## **Insurance**

The school will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

## **Training**

The school will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Trustees will ensure that there are sufficiently trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

## **Guidance**

National guidance is provided:

- ♦ Guidance on First Aid for Schools: A DfES good practice guide
- ♦ HSE First Aid at Work Publication 1981

## **Equal Opportunities**

The school will take particular care with the First Aid provision for its disabled staff and students. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Head.

## **Notices**

There will be notices posted in prominent positions throughout the school giving location of first aid equipment/facilities and the names and location of the persons nominated to deal with first aid, where appropriate.

It will be the duty of any of the teachers trained in first aid to overhaul the first aid equipment periodically and to ensure that the necessary stock of dressings is maintained. Fully equipped first aid kits will be provided in the school and kept in each laboratory, Key Stage Offices, Tech, Skill Centre, gymnasium and PE. In addition, students should know the position of telephones in the school, and who to contact in case of emergency.

## **Monitoring and Review**

The Head will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standard are met.

The Board of Trustees will receive an annual report from the Head and will review the policy every two years.

Signed: \_\_\_\_\_  
Chair of the Board of Trustees.

Date: \_\_\_\_\_

**Appendix A**  
**First Aid Risk Assessment**

The first aid risk assessment process is to assist in the determination of the appropriate first aid facilities and number of trained first aiders for Idsall School.

Current number of first aiders and level of training:		X28 three day at work qualified persons.	
Approximate number of people working between 8.30am and 6.30pm:		1300 Students 150 Staff	
Approximate number of staff in area outside work hours (incl. weekends):		1	
Lone working carried out in the Department?		Site Team	
Approximate number of students in working hours:		1300	
Approximate number of students outside working hours:		0	
Is the school spread out e.g. are there several buildings on the site or multi-floor buildings?		No	
Distance to nearest major hospital:	8 miles	Travel time:	15 mins
Maximum distance to location of existing first aid kits:		200m	
Summary of major incidents over the last 12mths:		Fractured ankle x2, fractured Toe, broken wrist x2 broken arm, fracture foot	
Do you have any work experience trainees, volunteers or honorary staff/ visitors?		Two/four volunteers or visitors on any day	
List specific hazards in the area. <b>E.g. slips and trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.</b>	<b>Hazard:</b> Winter weather Caretakers – moving heavy objects Electricity Slips/trips Chemicals/burns  LEV	<b>Location:</b> School grounds School premises  All classrooms Gym/football pitches Science/tech labs/cleaners Workshop/ Skill centre	
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required. <b>E.g. chemicals, potential for burn, eye injuries, field trips.</b>	Science – safety goggles worn/eye wash taps fitted All departments complete risk assessments and adhere to safe practice. Tech – one day emergency first aider and have eyewash kit and emergency first aid kit. Skill Centre – eye wash kit Covid – face mask, visors, aprons, gloves and handwash  DFE guidance on basic first aid kit followed Epipens and inhalers carried for specific children – Annual training undertaken by school nurse and consent from parents completed		

**Recommendations:**

<b>Contents of kit</b>	As HSE recommends with addition of prescribed inhalers and EpiPens
<b>Number and location of kits</b>	7 as detailed above
<b>Number and names of First Aider at Work agreed</b>	DFES recommends 1 FAW per 100 people – all new support staff to have first aid as part of JD
<b>Number and names of Emergency First Aider agreed</b>	13 minimum
<b>Appointed Person in charge of First aid boxes</b>	K Lorimer – Deputy L Donegani
<b>Additional recommendations</b>	Ensure all first aiders read and sign policy annually Ensure not more than two first aiders absent on any one day First aiders are term time only – except one member of full time