



First Aid Policy

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1.0 Introduction

QEGSMAT, the Trust, is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, students/pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils/students and visitors.

The Trust will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils/students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Supporting Children with Medical Conditions Policy

Headteachers have overall responsibility for ensuring that the schools have adequate and appropriate first aid equipment, facilities and trained personnel, and for ensuring that the correct first aid procedures are followed.

2.0 Aims

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils and students.

Anyone on the Trust's premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the Trust has adequate, safe and effective first aid provision in order for every pupil/student, member of staff and visitor to be well looked after in the event of any illness, accident or injury.
- Ensure that all staff and pupils/students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered when express permission has been obtained for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school premises.

To achieve the aims of this policy, the schools must have suitably stocked first aid boxes (see Appendix 1 for location). Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile, unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile, individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

3.0 First aiders

The main duties of first aiders are to give immediate first aid to pupils/students, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

The school is responsible for ensuring the first aider's certificates are kept up-to-date in liaison with the Trust's HR Team and that there is appropriate coverage across departments.

The principal first aider has a responsibility to ensure all first aid kits are properly stocked and maintained. Items should be discarded safely and replaced when the expiry date is reached.

See Appendix 1 for details of the principle and other first aiders.

4.0 Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge must assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider must assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions must be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to stabilise the injury and to keep the accident victim(s) alive and, if possible, comfortable until professional medical help arrives. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, or if this is appropriate, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can arise, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The HR Team/Facilities Manager.
 - The parents/carer of the victim(s).

5.0 Reporting of incidents

All incidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person.
- Name of the qualified/emergency/school/paediatric first aider or appointed person.
- Date and time of accident.
- Type of accident (e.g. bump on head etc.).
- Treatment provided and action taken.

Significant incidents that do not involve emergency treatment must also be reported to parents/carers by means of a letter (e.g. head bump letter) or phone call.

6.0 Reporting to parents/carers

In the event of incident or injury to a pupil/student, at least one of the parents/carers must be informed as soon as practicable.

Parents/carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, the pupil/student's class teacher will telephone the parents/carers as soon as possible.

7.0 Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupil/students have been given responsibility for keeping such equipment with them.

All medicines should be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines must be returned to the parent/carer to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupil/students with medical conditions that require regular medication.

Parent/carers should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parent/carer in this regard.

8.0 Illness

When a child becomes ill during the day, the parent/carer must be contacted and asked to pick the child up from the school as soon as possible.

A quiet area must be set aside for pupils/students to rest while they wait for their parent/carer to arrive to pick them up. Pupils/students will be monitored during this time.

9.0 Consent

Parents/carers should be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff must always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and must always act in good faith while having the best interests of the child in mind.

10.0 Training

All 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 school 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.

